

# Request for Clarification on Missing Task

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding a task that appears to be missing from our current project documentation.

Upon reviewing the assigned tasks, I noticed that [brief description of the missing task or area of confusion]. This has led to some uncertainty regarding our next steps.

Could you please provide clarification on this matter at your earliest convenience? Your guidance will help ensure that we remain on track with our project timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]