

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide clarification regarding the recent updates to the building code regulations implemented on [insert date of new regulations]. It has come to our attention that there may be some confusion surrounding the implications of these changes.

The key points of the new regulations include:

- Requirement for [specific requirement 1]
- Update on [specific requirement 2]
- Guidelines related to [specific requirement 3]

For your convenience, we have attached a detailed document that outlines these changes and how they affect ongoing and future projects. We encourage you to review it thoroughly to ensure compliance and to facilitate a smooth transition.

Please feel free to reach out if you have any further questions or need additional clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]