

Subject: Clarification Regarding Offer Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some miscommunication regarding the offer letter I recently received for the [Job Title] position at [Company Name].

Upon reviewing the document, I noticed a few discrepancies that I believe need clarification:

- **Salary:** The offer letter mentions a salary of [Salary Amount], which differs from our discussion of [Discussed Salary].
- **Start Date:** The proposed start date is listed as [Start Date], whereas we had initially agreed on [Agreed Start Date].
- **Benefits:** I would like to confirm the details of the benefits package, as it was not clearly outlined in the offer.

I appreciate the opportunity and look forward to clarifying these points at your earliest convenience. Please let me know a suitable time for us to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]