

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

HR Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding certain aspects of the offer letter I received on [date of offer letter]. I appreciate the opportunity to join [Company Name] and want to ensure I fully understand the terms outlined.

Specifically, I would like clarification on the following points:

- [Point 1 - e.g., Job Title]
- [Point 2 - e.g., Salary and Bonuses]
- [Point 3 - e.g., Benefits and Vacation Policy]

Thank you for your attention to this matter. I look forward to your prompt response so we can proceed smoothly.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]