

Subject: Request for Clarification on Offer Letter

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the offer letter I received on [Date of Offer Letter]. I am excited about the opportunity to join [Company Name] as a [Job Title], but I would appreciate some further details on a few aspects of the offer.

- **Salary:** Could you please confirm the base salary and any potential bonuses?
- **Start Date:** The offer mentions a start date of [Start Date], but I would like to know if there is flexibility.
- **Benefits:** I would like to understand more about the health benefits and retirement plans mentioned in the letter.

Thank you for your attention to these matters. I am looking forward to your response.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]