

Inquiry Regarding Offer Letter Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details of the offer letter I received on [Date of Offer]. I would like to clarify a few points regarding the terms and conditions outlined in the letter.

- **Position:** [Job Title]
- **Salary:** [Salary Amount]
- **Start Date:** [Proposed Start Date]
- **Benefits:** [Details on Benefits]

Could you please provide more information regarding the following:

1. Further explanation on the bonus structure.
2. Details on relocation assistance (if applicable).
3. Confirmation of vacation and sick leave policies.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]