

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly request clarification regarding my offer letter for the position of [Job Title], which was extended to me on [Date of Offer].

While I am excited about the opportunity to join [Company Name], I have a few questions regarding [specific aspects of the offer, e.g., salary, benefits, start date, etc.]. I would appreciate any additional details you could provide.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

Your Name