

# Formal Request for Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding certain concerns that remain unaddressed following our recent discussions/meetings dated [insert date].

Specifically, I would like to seek clarification on the following points:

- [Concern 1]
- [Concern 2]
- [Concern 3]

Understanding these matters is crucial for [mention any relevant context or project]. I would appreciate your prompt attention to these concerns, and I look forward to your detailed response at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]