

# Letter of Clarification

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

Dear [Sponsor's Name],

Thank you for your feedback and for raising your concerns regarding [specific issues]. We value your input and aim to address the issues raised comprehensively.

## Clarification on Issues Raised

**Issue 1:** [Describe Issue 1 and provide clarification]

**Issue 2:** [Describe Issue 2 and provide clarification]

**Issue 3:** [Describe Issue 3 and provide clarification]

We hope this letter clarifies your concerns. We are committed to maintaining a transparent and productive partnership with you.

Please feel free to reach out if you have any further questions or need additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]