

Date: _____
To: _____
Designation: _____
Department/Company: _____
Address: _____

Subject: Request for Clarification

Dear _____,

I am writing to request clarification regarding _____. We have carefully reviewed the relevant documents/communications, but seek further details on the following points:

1. _____
2. _____
3. _____

Please provide detailed information or supporting documents at your earliest convenience. Should you need additional input from our side, feel free to reach out anytime.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Contact Information]