

# Official Inquiry Letter for Government Policy Clarification

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization/Institution]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Department]  
[Government Agency/Office]  
[Agency Address]  
[City, State, ZIP Code]

Subject: **Request for Clarification on [Policy Name/Reference Number]**

Dear [Recipient's Name/Title],

I am writing to formally request clarification regarding specific provisions within the **[Policy Name/Act/Directive]**, as issued by **[Government Agency/Office]**.

Our organization/department is committed to ensuring full compliance with all relevant government regulations. However, we have identified certain ambiguities or uncertainties within the following sections of the policy:

- **[Section/Clause #1]:** [Brief description of the specific policy area or issue in question]
- **[Section/Clause #2]:** [Brief description of the specific policy area or issue in question]

To ensure accurate implementation and avoid unintended non-compliance, we kindly request a detailed explanation or the most recent official interpretation of the above-mentioned sections. Specifically, we would appreciate clarification on the following points:

- [Question 1 or statement seeking clarification]
- [Question 2 or statement seeking clarification]

We would be grateful if you could provide your response at your earliest convenience. Please let us know if further information or context is required to address our inquiry.

Thank you for your attention to this matter. We look forward to your prompt and authoritative response.

Sincerely,  
[Your Name]  
[Your Title/Organization]