

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Inquiry Regarding Policy Clarification on [Policy Topic/Reference]

Dear [Recipient's Name/Title],

I am writing to formally request clarification regarding the policy on [briefly specify policy/topic], as outlined in [reference to document, law, or regulation if applicable].

To provide context, [briefly describe your situation, role, or reason for seeking clarification, including any relevant background information]. Given the importance of compliance and informed decision-making, it is essential to understand the specific requirements and implications of this policy.

I would appreciate it if you could kindly address the following questions:

1. [Question 1: State your first specific inquiry]
2. [Question 2: State your second specific inquiry]
3. [Question 3: State your third specific inquiry, if applicable]

Your prompt and detailed response will greatly assist in ensuring a thorough understanding of the policy and adherence to government regulations. Please let me know if additional documentation or information is required from my end.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]