

Date: [Insert Date]

To: [Insert Recipient Name/Department]

From: [Insert Your Name/Department]

Subject: Request for Clarification: Memorandum on Cross-Selling Ethics

Dear [Recipient Name],

I am writing to formally request clarification regarding the memorandum issued on [Date of Original Memo] concerning the ethical guidelines for cross-selling practices within the organization.

While the memorandum provides a broad overview of our commitment to integrity, I would appreciate further detail on the following points to ensure full compliance:

- **Customer Consent:** Could you clarify the specific documentation required to verify informed consent before a cross-sell is finalized?
- **Incentive Structures:** How will the new ethical boundaries impact the current performance metrics and commission structures for sales staff?
- **Disclosure Requirements:** Are there specific scripts or mandatory disclosures that must be presented to the client during the introduction of secondary products?
- **Reporting Procedures:** What is the formal process for reporting a potential ethical conflict without fear of retaliation?

Our team is committed to upholding the highest standards of professional conduct. Clearer definitions on these items will help us align our daily operations with the company's ethical expectations.

I look forward to your guidance on these matters. Please let me know if a meeting would be more appropriate to discuss these points in detail.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]