

[Your Name/Organization Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Agency/Department Name]  
[Address Line 1]  
[City, State, Zip Code]

**Subject: Clarification of Assessment Area Delineation for [Project Name/Reference Number]**

Dear [Recipient Name],

I am writing to formally request clarification regarding the delineation of the assessment area identified in the [Report Name/Notice] dated [Date of Document] for the project located at [Project Address/Location].

Upon reviewing the provided maps and descriptions, we have identified the following points that require further detail:

- [Point 1: Describe specific boundary discrepancy or ambiguity]
- [Point 2: Describe specific data point or environmental factor requiring clarification]
- [Point 3: Mention any conflicting regional or local zoning information]

Specifically, we seek to understand the criteria used to establish the [North/South/East/West] boundaries, as they appear to [overlap/exclude] certain critical sections of the site that may impact the final assessment outcomes.

Could you please provide a more detailed digital map (GIS shapefiles if available) or a written justification for the current boundaries? This information is necessary to ensure our compliance with [Specific Regulation/Policy] and to proceed accurately with the next phase of the project.

We would appreciate a response by [Requested Deadline Date] to avoid any delays in the project timeline. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]