*[Goods and Services procurement templates - letter - request for clarification]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

# Request [Number] for [Details as per title of Request] on behalf of [State Agency] *[for agency specific]*

##### **or**

# Request [Number] for [Details as per title of Request] *[for CUA]*

Thank you for making an offer for the above-mentioned Request.

In regards to your offer, can you please confirm *or* clarify:

1. Insert information requiring confirmation/clarification
2. Insert information requiring confirmation/clarification

Please provide a response to this request for confirmation *or* clarification by **[Time am/pm]** **on** **[Day Month Year]** to:

Name: [Procurement officer's name]

Address: [State Agency  
 Building name  
 Street address  
 Suburb State Postcode]

Fax: (08) [phone number]

Email: [email address]

If you have any questions pertaining to any of the requirements set out in this request for confirmation *or* clarification, please contact [procurement officer's name] as per the contact details above. As the procurement process is in progress, you must not contact any other person at the [State Agency name] regarding this matter.

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]*