[Your Name/Company Name]
[Legal Department/Address]
[City, State, Zip Code]
[Date]

[Name of Requesting Official]
[Agency/Department Name]
[Address]
[City, State, Zip Code]

RE: Request for Clarification - [Case Number/Reference ID] - Received [Date]

Dear [Official Name],

We are writing to acknowledge receipt of the [Subpoena/Search Warrant/Request for Information] dated [Date], regarding [Briefly describe the subject of the request].

In our initial review of the request, we have identified several areas where the scope of the data requested is unclear or overly broad. To ensure that we provide an accurate and timely response while protecting the privacy of our users and meeting our legal obligations, we request clarification on the following points:

- **Temporal Scope:** The request asks for data covering [Date Range]. Please clarify if this can be narrowed to a specific timeframe relevant to your investigation.
- **Data Categories:** The request for "[Specific Phrase]" is broad. Please specify the exact types of data or records required (e.g., login logs, basic subscriber information, or specific communications).
- **Subject Identification:** To ensure we identify the correct accounts, please provide additional identifiers such as [Email Address, User ID, or IP Address].
- **Format:** Please specify the preferred technical format for the production of these records.

We are committed to complying with valid legal processes; however, we are currently unable to process the request as written due to these ambiguities. We would welcome the opportunity to discuss these points via telephone or secure email to refine the scope of the production.

Please provide a response by [Date] or contact [Name] at [Phone Number/Email] to discuss this matter further. All other rights and objections are expressly reserved.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]