[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a typographical error found in [specific document, page number or reference]. The error pertains to [describe the nature of the error], which states [incorrect text].

The correct text should read as follows: [correct text]. I apologize for any confusion this may have caused and appreciate your understanding as we strive for accuracy.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]