

# Notification of Typographical Correction

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that a typographical error has been identified in [mention the document, report, or item].

The error occurs in the following section: **[Specify the location of the error]**. The correct information should read as follows:

**[Correct Text]**

We sincerely apologize for any confusion this may have caused and appreciate your understanding in this matter.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]