

# Media Correction Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to an article that was published on [Insert Publication Date] titled "[Insert Article Title]."

It has come to my attention that the article contains [describe the error or inaccuracy, e.g., factual inaccuracies, misquotations, etc.]. Specifically, [provide details about the error and its context].

The correct information is as follows: [Provide the correct information or clarification].

As a stakeholder in this matter, I believe it is important for the public to have accurate information. I would greatly appreciate your prompt attention to this matter and a correction in your publication.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]