

Media Inaccuracy Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Media Outlet Name]

[Media Outlet Address]

[City, State, Zip Code]

Dear [Editor/Reporter's Name],

I am writing to bring to your attention an inaccuracy in [title of the article/report] published on [publication date] in [location, e.g., your website/print edition].

The specific inaccuracy pertains to [describe the inaccuracy, e.g., "the statement made about our company's involvement in..."].

This statement is misleading because [provide correct information or clarification].

We believe in the importance of accurate reporting and would appreciate your prompt attention to this matter. We kindly request that you issue a correction in a timely manner.

Thank you for addressing this issue. Should you have any questions or require further information, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]