

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to address the recent media report published on [Insert Date of Report] by [Media Outlet Name]. The report titled "[Title of Report]" contained several inaccuracies that I believe need clarification to ensure the facts are presented correctly.

Firstly, [describe the first inaccuracy and provide the correct information].

Secondly, [describe the second inaccuracy and provide the correct information].

We value transparency and believe it is important for the public to have accurate information. We appreciate your attention to this matter and hope this clarification can contribute to a more informed discussion.

If you have any questions or require further details, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]