

# Letter Addressing Media Reporting Discrepancies

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Media Outlet Name]  
[Editor or Journalist's Name]  
[Media Outlet Address]  
[City, State, Zip Code]

Dear [Editor or Journalist's Name],

I hope this letter finds you well. I am writing to address some discrepancies in the recent coverage of [specific event or topic] reported in [specific article or broadcast name] dated [date of publication].

It has come to our attention that the following points do not accurately reflect the facts as we understand them:

- [Discrepancy 1 with brief explanation]
- [Discrepancy 2 with brief explanation]
- [Discrepancy 3 with brief explanation]

We believe it is important for the integrity of your reporting to clarify these issues. We kindly ask for a correction to be published to ensure your audience receives accurate information.

Thank you for your attention to this matter. We appreciate your commitment to quality journalism and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]