

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to clarify some information that may have been misrepresented in our recent discussions regarding [specific subject or issue]. It has come to my attention that there may have been misunderstandings that I would like to address.

On [mention the date of the misrepresented information], it was discussed that [describe the misrepresented information]. However, the accurate information is as follows: [clearly state the correct information or clarification].

I believe it is crucial to ensure that all parties have the correct information to avoid any further misunderstandings. Please feel free to reach out if you would like to discuss this matter in further detail.

Thank you for your attention to this matter. I look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]