

# Retraction Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Request for Retraction of Feature Story**

Dear [Recipient's Name],

I am writing to formally request the retraction of the feature story titled "[Story Title]," published on [Publication Date] in [Publication Name].

Upon review, it has come to my attention that the article contains several inaccuracies and fails to adhere to the core journalistic standards of integrity and factual accuracy. Specifically, [briefly outline the instances of breach].

We believe that the publication of this story not only misrepresents the facts, but also could potentially harm the reputation of [mention any affected parties]. In light of these concerns, we feel it is imperative to retract this story to uphold the credibility of [Publication Name].

We appreciate your prompt attention to this matter and look forward to your immediate action to rectify the situation.

Thank you for understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]