

Clarification Letter

Date: [Insert Date]

To: [Journalist's Name]

Publication: [Journalist's Publication]

Email: [Journalist's Email]

Dear [Journalist's Name],

Thank you for reaching out with your questions regarding [topic or subject]. We appreciate your interest in our work and are happy to provide clarification on the matters you raised.

1. **Question 1:** [Insert question]

Clarification: [Provide clarifying details]

2. **Question 2:** [Insert question]

Clarification: [Provide clarifying details]

We hope this clarifies your queries. If you have any further questions or need additional information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]