

Letter of Clarification

Date: [Insert Date]

To: [Media Outlet Name]

From: [Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Clarification Regarding Misunderstood Information

Dear [Media Contact/Editor's Name],

I hope this message finds you well. I am writing to address and clarify some information that was recently published in your coverage of [specific event or topic], specifically the article titled "[Article Title]" dated [Article Date].

It has come to our attention that certain statements in the article may have led to misunderstandings regarding [specific issue or topic]. To ensure that your readers receive accurate information, we would like to clarify the following points:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

We appreciate your attention to this matter and request that you consider issuing a correction or an update to reflect these clarifications. Accurate reporting is crucial, and we value your role in informing the public.

Thank you for your understanding and cooperation. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]