

Letter of Retraction

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally retract the statements made in the [Article/Report Title] published on [Publication Date]. It has come to our attention that the information presented was misleading and did not accurately represent the facts.

The misleading statements in question include [briefly specify the misleading statements or claims]. After thorough review, we acknowledge that these statements do not reflect the true circumstances regarding [subject matter].

We sincerely apologize for any confusion or harm these inaccuracies may have caused. We are committed to upholding the highest standards of accuracy in our reporting and will take corrective measures to prevent similar issues in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]