

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Recent Media Statements

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some recent statements made in the media that may have led to misunderstandings regarding [specific issue].

It has come to my attention that certain comments attributed to me and my organization may have been interpreted in a manner that does not accurately reflect our position. To clarify, [insert clarification and details].

We value transparency and open communication, and I believe it is essential to address these misconceptions to ensure that our audience has accurate information.

If you have any questions or require further clarification, please do not hesitate to reach out. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]