

Corrective Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address recent media statements made on [insert date of previous statements] concerning [insert topic]. Upon reflection and further review, I recognize that certain information conveyed was either misleading or inaccurate.

We would like to clarify that [insert correct information]. We sincerely apologize for any confusion or concern this may have caused.

It is our intention to be transparent and accountable, and we are taking the necessary steps to ensure that our communications are accurate moving forward. We appreciate your understanding as we rectify this matter.

Thank you for your attention to this important issue. Should you have any further questions or require additional clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]