

Letter of Clarification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some points regarding our recent interaction that may have left an unfavorable impression. It was never my intention to convey [specific issue or misunderstanding].

To elaborate, [provide clarification or additional context]. I value our relationship and appreciate the opportunity to discuss this matter further.

Thank you for your understanding, and I look forward to your response.

Sincerely,
[Your Name]