

Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify my comments during our recent meeting on [Insert Date], where I inadvertently interrupted your presentation.

I appreciate the important points you were making regarding [insert topic], and I realize that my interruption may have disrupted the flow of the discussion. I want to emphasize my support for your ideas, particularly [mention specific point], and provide any further input if necessary.

Thank you for your understanding. I look forward to our continued collaboration and any further discussions on this matter.

Sincerely,

[Your Name]