

Letter of Clarification and Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally clarify and apologize for the untrue statements I made publicly on [insert date or occasion]. It has come to my attention that my words may have caused confusion or distress, and for that, I am sincerely sorry.

Upon reflection, I understand that my remarks were not based on accurate information, and I deeply regret any harm they may have caused you and others affected. I take full responsibility for my statements and the impact they may have had.

To rectify this situation, I will be issuing a public retraction and providing the correct information to ensure clarity. I value our relationship and hope to restore your trust in me.

Once again, I apologize for any inconvenience my actions may have caused. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]