

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a recent misunderstanding that has come to my attention. It appears that my previous communication may have inadvertently created an impression that was not my intention.

Specifically, [describe the misunderstanding briefly]. I understand how this may have led to some confusion, and I sincerely apologize for any distress this may have caused you.

To clarify, [provide a clear explanation of your original intentions]. I value our relationship and want to ensure that we are on the same page moving forward.

Thank you for your understanding. Please feel free to reach out if you would like to discuss this matter further.

Sincerely,

[Your Name]