

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some points regarding the content of our latest newsletter circulated on [insert date of newsletter]. We have received feedback indicating that there may be some misunderstandings that we would like to address.

Firstly, [Clarification Point 1]. This means that [explanation or details].

Secondly, [Clarification Point 2]. We intended to convey [explanation or details].

We appreciate your understanding and patience as we strive to ensure clear communication. Please feel free to reach out if you have any further questions or need additional clarification.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Information]