

# Letter of Clarification regarding Technical Obstacles

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Recent Technical Obstacles

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the recent technical obstacles that have impacted our project timeline and deliverables. We acknowledge that these challenges have caused some confusion and I would like to provide insight into the situation.

We encountered the following technical issues:

- [Technical Issue 1: Description]
- [Technical Issue 2: Description]
- [Technical Issue 3: Description]

Our team has been actively working to resolve these issues and we are taking the following steps:

1. [Action Step 1: Description]
2. [Action Step 2: Description]
3. [Action Step 3: Description]

We are committed to overcoming these challenges and appreciate your understanding as we refine our processes. Please feel free to reach out should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]