

Letter of Clarification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a misunderstanding that seems to have arisen regarding [briefly describe the issue].

To clarify, [provide your perspective on the issue, outlining key points and facts]. It appears there may have been some miscommunication about [specific detail].

My intention was never to [explain any unintended consequences or misinterpretations]. I value our relationship and wish to ensure we are on the same page moving forward.

Please let me know if you would like to discuss this matter further. I appreciate your understanding and look forward to resolving this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]