

Letter of Clarification for Mail Misdelivery Incident

Date: [Insert Date]

To: [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 clarify the recent mail misdelivery incident that occurred on [insert date of incident]. It has come to my attention that [describe the incident briefly, e.g., a package intended for you was mistakenly delivered to my address].

I want to assure you that this was an unintentional error and I have taken the necessary steps to resolve the situation. [Explain any actions taken, such as returning the package, contacting the courier service, etc.].

If you have any questions or require further information, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]