

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification Regarding Recent Work Misunderstanding

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some points regarding [specific incident or topic] that occurred on [date]. It seems there may have been some misunderstandings that I would like to address.

[Briefly explain the misunderstanding, providing details on what was misunderstood, your perspective, and any relevant context.]

To ensure we are on the same page moving forward, I would like to propose a meeting to discuss this further. Please let me know your availability for a brief conversation.

Thank you for your understanding. I look forward to clearing this up.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]