

Letter of Clarification Regarding Conversion Error

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I am writing to clarify a conversion error that was brought to our attention regarding [specific details about the conversion error]. We understand the importance of accuracy in this matter and want to ensure all parties are informed about the corrections that are required.

After reviewing the details of the issue, we have determined that [explain the nature of the error, the cause, and the context]. We have taken steps to rectify the error by [explain the corrective actions being taken].

We appreciate your understanding and collaboration as we work to resolve this matter. Please feel free to reach out if you have any further questions or require additional information.

Thank you for your attention to this issue.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]