

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify a misunderstanding regarding my recent actions that may have been interpreted in a way I did not intend.

On [specific date or incident], it was brought to my attention that my actions during [specific event or situation] led to a misunderstanding. I would like to emphasize that my intentions were [describe intentions], and it was never my intention to [describe the misunderstanding or negative interpretation].

To provide further clarity, [explain the situation in detail and provide any pertinent details that support your clarification].

I value our relationship and the importance of clear communication. Please let me know if we can discuss this further, as I am eager to resolve any misconceptions.

Thank you for your understanding.

Sincerely,

[Your Name]