

# Letter of Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify my unexpected disengagement from activities in recent months. Due to unforeseen personal circumstances that arose, I was unable to participate as actively as I would have liked.

It is important for me to express that my commitment to [specific activities or organization] remains strong, and I sincerely regret any impact my absence may have had on our efforts. I am working towards a resolution of my current situation and hope to reengage with the team at the earliest opportunity.

Thank you for your understanding. I appreciate your support during this time, and I look forward to reconnecting soon.

Sincerely,

[Your Name]