

Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify an error that occurred in my application for [specific position/program] submitted on [submission date].

Upon reviewing my application, I noticed that there was a mistake regarding [describe the mistake briefly, e.g., incorrect job title, misquoted reference, etc.]. I intended to state [correct information]. Please accept my sincerest apologies for any confusion this may have caused.

Thank you for your understanding, and I appreciate your consideration of my application. I look forward to your response.

Sincerely,

[Your Name]