

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a misunderstanding that has arisen concerning our partnership and the expectations surrounding our collaboration.

Recently, I became aware of some discrepancies in our communication regarding [specify the issue]. I want to take this opportunity to clarify my position and ensure that we are on the same page moving forward.

Specifically, [insert details of the misunderstanding]. It is important to me that we align our goals and work towards a common understanding. I value our partnership and believe that clear communication is vital to our success.

Please let me know a convenient time for us to discuss this further. I am committed to resolving this issue amicably and ensuring that we can continue our work together productively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]