

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Clarification Regarding [Specific Topic]

I hope this message finds you well. I am writing to provide clarification on [specific topic or issue] that was discussed on [date or occasion], as I believe there may have been some misunderstandings.

[Explain the situation briefly, providing necessary details to clarify the issue.]

To further clarify, [provide additional information, context, or examples that support your explanation].

I appreciate your understanding in this matter and thank you for your attention. If you have any questions or require further clarification, please feel free to contact me directly at [your phone number] or [your email].

Thank you for your time.

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]  
[Your Credentials, if applicable]