

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a miscommunication regarding the recent donation that was discussed between our organizations.

On [specific date], it was my understanding that [briefly describe the intended donation and purpose]. However, due to [explain the nature of the miscommunication], it seems there has been some confusion regarding [specific details of the misunderstanding].

I want to clarify that our intent was to [state your actual intent or what you wanted to communicate], and I apologize for any confusion this situation may have caused. We value our partnership with [Organization's Name] and are committed to ensuring that our communications are clear moving forward.

To rectify this situation, I propose [suggest a solution or next steps], so that we can align our efforts and support your wonderful initiatives effectively.

Thank you for your understanding, and I appreciate your patience as we work through this matter. Please feel free to reach out to me directly at [your phone number] or [your email address] to discuss this further.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]