

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent misunderstanding that occurred on [specific date or event]. It has come to my attention that there may have been some confusion regarding [specific issue or topic].

To clarify, [provide a clear explanation of the situation, including relevant details and context]. It was never my intention to [mention any unintentional consequence or misunderstanding].

I appreciate [any previous efforts, support, or understanding from the recipient], and I would like to resolve this matter amicably. I believe that with a clearer understanding, we can move forward positively. Please feel free to reach out if you have any further questions or concerns. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]