[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Clarification Regarding Error
I hope this message finds you well. I am writing to address an error that occurred in [specific context, e.g., "the recent report submitted on DATE" or "the transaction dated DATE"].
Upon reviewing the details, I noticed that [describe the error clearly and concisely]. I believe this may have led to [explain the potential impact or confusion caused by the error].
To rectify this, I would like to clarify that [provide the correct information or explanation]. I appreciate your understanding and support in resolving this matter.
Thank you for your attention to this issue. Please feel free to reach out if you require any further information or assistance.
Sincerely,
[Your Name]
[Your Position] (if applicable)
[Your Company] (if applicable)