[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF ERRORS IN YOUR PUBLICATION**

Dear [CONTACT NAME],

"If your mother says she loves you, check it out". As the old adage explains, before you print, it is important to be sure of the facts.

I'm sure you were trying to be careful in your writing of ["TITLE OF ARTICLE"] in your most recent issue. However, I found several inaccuracies:

[SPECIFY FIRST CORRECTION]

[SPECIFY SECOND CORRECTION]

[SPECIFY THIRD CORRECTION]

I would appreciate it if you would forward storeys covering [COMPANY] to me for review before publication. If this is not possible, please phone us to spot-check your facts. I'll be only too glad to assist.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]