[Name of Recipient]

[Address of Recipient]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

This is to inform you about a correction of a mistake in the newsletter published on [mention Date]. It was mentioned in that newsletter that our new product, [mention Product Name] will be launched in the month of January next year. However, it was an unintended mistake and the aforementioned product will actually launch in the month of June next year.

I am sorry for this mistake as it was merely a typing error that was not noticed at the time of publishing. If you have anything further to ask, feel free to contact us.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]