Error Correction Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

This letter is being written to make a correction in our daily newspaper in which you have announced the bonus for the employees Christmas which was from 300£ to 4000£. Most of you would have seen this error. We regret for the difficultly which you have faced because of this error. We appreciate you for figuring out that error and for making we correct it. Wish you happy Christmas holidays.

[Your Name]

[Senders Title] -Optional-