**Knit Master**

12 Main Road, Victoria, Seychelles Tlp. (248) 1234567 www.knit.com

March 13, 2013

Robert Plant  
125 South Road  
Victoria 12345  
  
Dear Mr. Plant,

We are writing to you to rectify the wrong information we gave you the other day. One of our shop assistant told you that we would give special discount to our customer during April this year. This special discount is actually between April to June this year.

We hope this correction will make you aware of the right information. We apologize to you for the inconvenience it may cause you.

Thank you for your attention. We look forward to serving you.  
  
Sincerely,  
  
  
  
Brian Smith  
Owner