**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

This letter is to make a correction in our newsletter issued on November 6. As the letter stated, employees are to receive a bonus for Christmas amounting to $300, not $30000. Most of you probably have figured this error out. Any difficulty faced by anyone caused by this error is regretted on our side.  
  
Your diligence has pulled the company sales up to 10% as we approach the end of this year. We appreciate that and wish you happy holidays.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -