**Date:**

**To**

**[The Recipient]  
[Designation]**

**Subject: Explanation for misunderstanding at [X]**

Dear Sir,

This letter is a little attempt to explain to you the whole situation which has caused misunderstanding in your mind about me. I hope you will get my point of view in a true sense.

Miss Anna is my relative as well as ex-colleague in [XYZ] company. On [date], we both were discussing an upcoming family event in a happy mood during lunchtime. My office colleagues noticed us and reported the incident in the wrong way. They told you that I was harassing Miss Anna which was absolutely wrong. Due to their wrong reporting, you called me to your office, reprimanded, and issued an explanation letter.

Dear Sir, I know that a bad image has been created in your mind as a result of this misunderstanding. You can ask Miss Anna whether I have harassed her or not. Hopefully, you will get a clear picture then.

I want my good image to be restored again and at the same time, expect a fair investigation from your side. Please let me know anything you want to ask regarding this matter.

Regards,

Paul James