

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Request a Retraction or Correction from the Media

Dear :

I am writing for a retraction and correction to an obituary made in your {date} issue of {name of publication}. You stated that {name} had passed away on {date} at the age of {age}. This is incorrect because that person you stated to have died could not have passed away on that date, because that person is I. I am unsure how that mistake occurred, however, I am asking that you retract the obituary and offer a correction that I am alive and healthy. Please do so as soon as possible, for I do not have any more room in my refrigerator for the casseroles I have received thus far.

Sincerely,

N A M E