Certainly! Here's a simple example:

Good morning, everyone,

Thank you for being here today. Before we dive further into our discussion, I'd like to address a couple of points to ensure we're all on the same page.

Firstly, there seems to be some confusion regarding the timeline of our project. I want to clarify that our launch date is set for June 15th, not July 5th as previously mentioned in the earlier slides. We'll make sure the team receives the updated schedule by the end of the day.

Secondly, there were questions about the project's budget. It's important to note that the figures we've shared include both development and marketing expenses, giving us a comprehensive view of our financial planning.

If anyone else has questions or needs further clarification as we proceed, please don't hesitate to ask. Your understanding is crucial to the success of our project.

Thank you, and let's move forward with today's agenda.