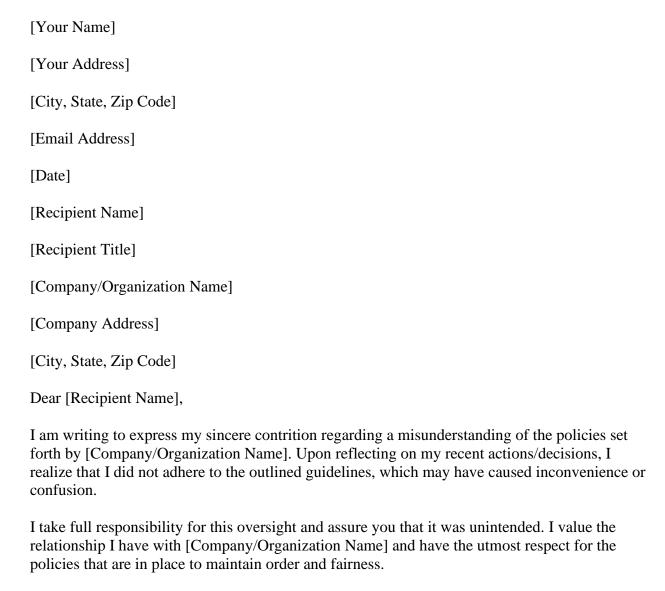
Letter of Contrition for Policy Misunderstanding



Thank you for your attention to this matter. I look forward to continuing our positive relationship moving forward.

To rectify this situation, I have taken the following steps: [Briefly describe any steps being taken]. I am committed to ensuring that this does not happen again and appreciate your

Sincerely,

[Your Name]

understanding in this matter.

[Your Title/Position, if applicable]