

[Your Company Name]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Subject: Acknowledgment of Responsibility for Software System Errors

Dear [Recipient Name],

We are writing to formally acknowledge our responsibility for the recent errors encountered in the software system, specifically related to [briefly describe the specific issue]. We understand that these issues may have caused disruptions and inconveniences.

As the responsible party, we are committed to resolving these errors promptly. We have initiated a review of the system to determine the root causes and are implementing corrective actions to prevent future occurrences. Our team is dedicated to ensuring the smooth operation of the software and maintaining the trust of our users.

If you have any questions or require further information, please do not hesitate to contact us at [your contact information]. Thank you for your understanding and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]