

Letter of Explanation for Data Entry Inaccuracy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Explanation for Data Entry Inaccuracy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an issue concerning an inaccuracy in the data entry we submitted on [Insert Date]. Upon review, we discovered that [briefly explain nature of inaccuracy, e.g., "there was an incorrect figure reported for the sales data"].

This error was due to [explain the cause of the error, e.g., "a miscommunication within the team" or "technical issues during data transfer"]. We sincerely apologize for any confusion this may have caused.

We have taken immediate steps to rectify this mistake by [explain corrective action, e.g., "revising the data and implementing additional checks going forward"]. We appreciate your understanding in this matter.

If you have any questions or need further clarification, please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]