

Accountability Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Accountability for Delayed Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent delay in the delivery of [specific item or project name], which was due on [original due date].

I want to take full accountability for this situation. [Briefly explain the reason for the delay, but avoid making excuses. Be honest and clear.]

We value our commitment to you and understand the inconvenience this may have caused. To rectify this, I am taking the following steps: [list any corrective actions you will implement].

Thank you for your understanding and patience in this matter. I assure you that this experience has highlighted the need for improvement, and I am dedicated to preventing such occurrences in the future.

If you have any questions or further concerns, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]