

Letter of Responsibility

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address the recent debut of our product, [Product Name], which has not met the expectations we set for it. We acknowledge that the launch has led to disappointment among our customers and stakeholders.

As [Your Position], I take full responsibility for this outcome. We understand the importance of delivering quality products, and it is clear that we fell short in this instance. We are currently evaluating the factors that contributed to this situation and are committed to taking corrective action.

Moving forward, we will implement increased quality control measures and ensure thorough market testing before future launches. Your feedback is invaluable to us, and we welcome any further insights you might have.

Thank you for your understanding and support as we work to rectify this situation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]