

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Position

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a matter that weighs heavily on my conscience concerning the recommendations I previously provided for [Candidate's Name].

Upon further reflection, I realize that my enthusiasm may have led to an oversight regarding [Candidate's Name]'s suitability for the position. I now understand that certain qualifications I recommended may not fully align with the demands of the role.

It is never easy to admit to mistakes, especially when I have the utmost respect for both you and your team. I sincerely apologize if my previous recommendation caused any confusion or inconvenience. My intention was always to support our mutual goals.

Thank you for your understanding regarding this matter. I remain committed to providing accurate assessments in the future and appreciate your continued support.

Warm regards,

Your Name