

Letter of Accountability

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address the revisions made to the [Project Name] that were implemented without the necessary approvals. It has come to my attention that the following changes were executed:

- [Revision 1 Description]
- [Revision 2 Description]
- [Revision 3 Description]

These changes conflict with our established project guidelines and could have significant implications for the project's success and overall accountability. I take full responsibility for these revisions and recognize the need for adherence to our approval processes moving forward.

To rectify the situation, I propose the following actions:

- [Action Plan Step 1]

- [Action Plan Step 2]
- [Action Plan Step 3]

I appreciate your understanding as we work to address this issue. Please feel free to reach out for further discussion or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]