

Subject: Acknowledgment of Unauthorized Changes

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the recent unauthorized changes made to [specific project or document name]. I sincerely apologize for any inconvenience or disruptions this may have caused.

Upon reviewing the situation, I acknowledge that the modifications were made without proper authorization and I take full responsibility for this oversight. I understand the importance of adhering to our agreed protocols and regret any confusion that may have arisen from these changes.

To rectify this situation, I have taken the necessary steps to prevent such occurrences in the future, including [briefly outline measures taken]. I assure you that I value our collaboration and will strive to uphold the integrity of our work moving forward.

Thank you for your understanding and support as we address this matter. Please feel free to reach out if you would like to discuss this further.

Sincerely,

[Your Name]
[Your Position]
[Your Company]