

Letter of Contrition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Implementing Unapproved Alterations

Dear [Recipient's Name],

I am writing this letter to express my sincerest apologies for the recent alterations made to [describe the project or item] without proper approval. I understand that my actions were not in line with our established protocols, and I deeply regret any inconvenience or disruption this may have caused.

It was never my intention to undermine the process or cause any confusion. I take full responsibility for my actions and comprehend the implications they have had on our project and team dynamics.

Moving forward, I will ensure that all modifications are discussed and approved in accordance with our guidelines. I value our collective efforts and am committed to restoring trust and collaboration within the team.

Thank you for your understanding. Please let me know if there is a way I can rectify the situation or if you would like to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]