

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain the recent changes made to [specific project or process] without prior approval. These changes were implemented on [date of changes] due to [reason for changes, e.g., unforeseen circumstances, urgent requirement].

While I understand that the appropriate approval process was not followed, I believed that taking immediate action was necessary to [explain the rationale behind your decision, e.g., meet deadlines, prevent potential issues]. I acknowledge the importance of adhering to established protocols, and I regret any inconvenience this may have caused.

Moving forward, I will ensure that all adjustments are fully communicated and approved in advance, to maintain our team's integrity and uphold our company's standards.

Thank you for your understanding. I am available for a discussion if you have any questions or need further clarification.

Sincerely,
[Your Name]
[Your Contact Information]