

Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to express my sincere regret regarding the unsanctioned changes made to [specific project, document, etc.]. I understand that my actions were not authorized and may have caused confusion or disruptions.

I take full responsibility for my decisions and recognize the importance of adhering to established protocols. I assure you that this will not happen again in the future.

I appreciate your understanding and patience as we move forward. Thank you for your guidance and support.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]