

# Letter of Explanation and Apology

Date: [Insert Date]

Recipient Name

Recipient Title

Company/Organization Name

Address Line 1

Address Line 2

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address and apologize for the oversight regarding the [specific protocol or procedure] that occurred on [specific date or event].

Upon reviewing our actions, I understand that failing to adhere to the expected protocol has caused [describe the impact of the oversight]. This was not our intention, and I take full responsibility for this lapse in judgment.

To rectify this situation, we have taken the following steps: [list any corrective actions taken]. I assure you that we are committed to preventing such oversights in the future and have implemented [mention any new procedures or training].

Thank you for your understanding and patience regarding this matter. I value our relationship and am dedicated to maintaining your trust.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]