

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Subject: Acknowledgment of Protocol Violation

Dear [Recipient's Name],

I am writing to formally acknowledge the reported violation of protocol that occurred on [specific date]. It has come to our attention that [describe the violation briefly].

We take such matters seriously and are currently conducting a thorough investigation to understand the circumstances surrounding this incident. Please be assured that we are committed to ensuring compliance with all established protocols and maintaining the integrity of our operations.

We appreciate your cooperation as we address this issue. Should you have any further information or insights related to this matter, please do not hesitate to reach out.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]