

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition of Mistakes in Protocol Adherence

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and address some recent discrepancies observed in adherence to our established protocols within the [specific department or project].

Firstly, I would like to emphasize that acknowledging these mistakes is an important step towards improvement and accountability. The following issues have been noted:

- [Briefly describe mistake 1]
- [Briefly describe mistake 2]
- [Briefly describe mistake 3]

It is vital for the success of our team that we adhere to the protocols to ensure [mention importance, e.g., safety, efficiency, compliance]. Moving forward, I encourage you to review our standard operating procedures and seek clarification on any points of uncertainty.

Should you require assistance or further training, please do not hesitate to reach out to me or [another contact]. Together, we can work towards rectifying these issues and enhancing our practices.

Thank you for your attention to this matter. I appreciate your commitment to continuous improvement.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]