

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to formally recognize a mistake regarding our compliance with [specific policy name] that occurred on [specific date]. We acknowledge that our actions did not align with the established guidelines, and I take full responsibility for this oversight.

We understand the importance of adhering to our policies and the potential implications of such discrepancies. Corrective measures are being instituted to ensure that this does not happen again, including [briefly describe corrective actions].

Thank you for your understanding as we work to address this issue. If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]