

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent oversight that occurred during the evaluation process of [specific evaluation/project name], which may have led to [briefly describe the impact of the oversight].

Upon reviewing the materials and feedback provided, it has come to my attention that [explain the oversight in detail]. I sincerely apologize for any confusion this may have caused and appreciate your understanding as we work to reconcile this matter.

To rectify the situation, I propose [outline any proposed actions to correct the oversight]. I believe that this will not only address the oversight but also enhance our future collaboration.

Thank you for your patience and understanding. I am hopeful that we can resolve this matter amicably and continue our productive partnership. Please feel free to reach out to me directly at [your phone number] or [your email] to discuss this further.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]