

Letter of Commitment to Rectify Conversion Mistake

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 am writing to formally acknowledge the conversion mistake that occurred on [insert date of error] regarding [brief description of the mistake]. I take full responsibility for this oversight and am committed to rectifying the issue as promptly as possible.

To address this mistake, I will [insert specific actions you will take to rectify the mistake, including timelines]. I am confident that these actions will resolve the issue and prevent future occurrences.

I appreciate your understanding and support as I work to correct this matter. Please feel free to reach out to me if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]