

Letter of Explanation for Erroneous Conversion Issue

Date: [Insert Date]

To: [Recipient Name]

Company Name: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally explain the recent erroneous conversion issue that occurred on [specific date]. It has come to my attention that [briefly describe the nature of the conversion error].

This issue was caused by [describe the cause of the problem, e.g., technical glitch, human error, etc.], which resulted in [explain the impact of the error]. We understand the implications this may have had and sincerely apologize for any inconvenience caused.

We have taken immediate steps to rectify the error, including [mention corrective actions taken]. Additionally, we are implementing measures to prevent similar issues from occurring in the future.

We appreciate your understanding and patience during this matter. Please feel free to reach out if you have any further questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]