

Letter of Understanding Regarding Conversion Error

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to address the confusion that arose due to a conversion error that occurred during our recent transaction on [insert date of transaction]. We acknowledge that this error may have caused misunderstandings and inconvenience.

We sincerely apologize for any distress this may have caused and would like to assure you that we are taking steps to prevent such errors in the future. We have reviewed the situation thoroughly and are implementing necessary changes to our systems.

To rectify this issue, we propose the following actions: [List any corrective actions, if applicable]. We believe these steps will help in restoring clarity and confidence in our operations.

Please feel free to reach out to us if you have any questions or if further clarification is needed. We value your understanding and appreciate your patience as we work through this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]