

# Responsibility Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept responsibility for not meeting the requirements of [specific project, task, or obligation] as outlined in [reference document or agreement]. I acknowledge that my performance did not align with the expected standards and that this has led to [insert consequence or impact].

I take full accountability for my actions and am committed to rectifying the situation. Moving forward, I will [outline steps you will take to address the issue, improve processes, etc.]. I appreciate your understanding and support as I work to correct this matter.

Thank you for your attention to this issue. I am eager to regain your trust and demonstrate my commitment to excellence.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]