

# Letter of Acknowledgment of Oversight in Duties

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the oversight in my duties regarding [specific task or responsibility]. I understand that my failure to [describe the oversight briefly] may have caused [mention any consequences].

I take full responsibility for this incident and assure you that it was not my intention to [explain briefly the impact]. I have reflected on the situation and am taking steps to ensure this does not happen again by [mention any corrective actions].

I appreciate your understanding and support as I work to improve in this area. Thank you for your patience, and I look forward to making a positive contribution moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Your Contact Information]