

Letter of Responsibility for Quality Delivery Shortcomings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge and take responsibility for the recent quality delivery shortcomings associated with [specific project or product]. It has come to our attention that the standards we uphold were not met, and I accept full accountability for this situation.

We understand the impact this has caused, not only to our clients but also to our team's reputation. To address these shortcomings, we are implementing the following corrective actions:

- [Action 1]
- [Action 2]
- [Action 3]

We are committed to ensuring these issues do not recur and will prioritize quality in all future deliverables.

Thank you for your understanding, and I look forward to improving our processes to better serve our clients.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]