

Letter of Apology

Date: [Insert Date]

To the Board of Directors,

Subject: Heartfelt Apology for Financial Discrepancies

Dear Members of the Board,

I am writing to sincerely apologize for the recent financial discrepancies that have come to light within our organization. I deeply regret any concern or disruption this may have caused to our esteemed board and stakeholders.

Upon thorough review, it has become evident that errors occurred due to [briefly explain the cause, e.g., oversight, miscommunication, etc.]. I take full responsibility for these inaccuracies and wish to assure you that corrective actions are being taken to remedy the situation.

Moving forward, I am committed to implementing more rigorous financial controls and transparency measures to prevent such issues from arising in the future. I value the trust you place in our leadership and will work diligently to restore that faith.

Thank you for your understanding and support during this challenging time. I am happy to discuss this matter further, should you wish to do so.

Sincerely,

[Your Name]

[Your Position]

[Your Company]