

Letter of Humility

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the recent discrepancies identified in the balance sheet, which I take full responsibility for.

It has come to my attention that an error occurred during the preparation of our financial statements. I want to express my sincere apologies for any confusion or inconvenience this may have caused. It was never my intention to misrepresent our financial position, and I fully acknowledge the significance of accuracy in our reporting.

In light of this situation, I am taking immediate steps to ensure that such mistakes are not repeated in the future. I am committed to rectifying the error and will ensure that all necessary adjustments are made promptly.

Thank you for your understanding and patience as we work through this matter. I appreciate your support and guidance during this time.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]