

Casual / Simple Acceptance of Responsibility Letter

Subject: Responsibility Acceptance

Hello [Recipient Name],

I just want to let you know that I take full responsibility for [describe situation]. I'll make sure to fix this and avoid repeating it in the future.

Thanks for your patience.

Regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-of-responsibility-letter>