

Formal Acceptance of Responsibility for Legal or Official Matter

Subject: Acceptance of Responsibility

To Whom It May Concern,

I hereby accept full responsibility for [describe incident or matter] that occurred on [date]. I

understand the implications of my actions and will comply with all directives, regulations, or penalties as required.

Sincerely,

[Your Name]

[Position / Identification]

[Organization Name, if applicable]

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