

Professional acknowledgment of small mistake

Subject: Correction Regarding [Specific Issue]

Dear [Supervisor/Manager Name],

I am writing to inform you of an error I made in [specific task/project/document]. Upon review, I discovered that [brief description of mistake].

I have already taken steps to correct this issue by [specific corrective action]. The corrected version has been [submitted/updated/redistributed] as of [time/date].

To prevent similar issues in the future, I will [specific preventive measure]. I apologize for any inconvenience this may have caused and appreciate your understanding.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/explanation-and-apology-letter-for-mistake-at-work>