

Serious acknowledgment of monetary mistake

Subject: Financial Discrepancy Report and Apology

Dear [Finance Manager/Director Name],

I am writing to report a financial error I discovered in [specific area - invoicing, expense report, budget calculation] that requires immediate attention.

The error involves [specific amount and nature of mistake]. This discrepancy was caused by [detailed explanation of how error occurred]. I discovered this issue while [reviewing/auditing/reconciling] on [date].

Financial impact:

- [Specific dollar amount]
- [Affected accounts or departments]
- [Timeline for correction]

I have immediately [notified accounting/frozen affected accounts/consulted with team] and am working with [relevant department] to correct this issue. I understand the serious nature of financial errors and take full responsibility.

I am implementing additional verification steps in my process and will undergo any additional training deemed necessary. I apologize for this error and any complications it may cause.

Respectfully submitted,

[Your Name]

[Employee ID]

Get more templates here:

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