

Formal official letter for serious corporate or institutional errors

Subject: Formal Acceptance of Responsibility

Dear [Recipient's Name],

I hereby formally acknowledge the error in [describe situation] that occurred on [date]. I take full responsibility for this mistake and any consequences that have arisen as a result.

Steps are being taken to correct the issue, and I will provide a comprehensive report on corrective actions and preventive measures. I deeply regret any inconvenience caused.

Respectfully,

[Your Name]

[Position]

[Organization]

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