

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Subject: Explanation of Legal Oversight

Dear [Recipient Name],

I am writing to provide an explanation regarding the oversight that occurred on [specific date or event]. This situation arose due to [briefly explain the cause of the oversight, e.g., misunderstanding, miscommunication, etc.].

The details of the oversight are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I acknowledge the implications of this oversight and am committed to rectifying the situation. To prevent future occurrences, I have implemented the following measures:

- [Measure 1]
- [Measure 2]
- [Measure 3]

I sincerely apologize for any confusion or issues this may have caused and appreciate your understanding as we work to resolve this matter.

Please feel free to contact me if you require further clarification or if there are additional steps you would suggest we take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]