

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Explanation of [Specific Work Error]

I hope this letter finds you well. I am writing to address the [specific work error] that occurred on [date of error]. I take full responsibility for this oversight and would like to provide some context regarding the situation.

[Briefly explain what happened, including relevant details about the error.]

In retrospect, I recognize that [explain what you learned from the experience and any factors that contributed to the mistake, if applicable]. I assure you that I am taking proactive steps to ensure this does not happen again in the future, including [mention any specific measures you are implementing].

I sincerely apologize for any inconvenience this may have caused to the team and the company. I appreciate your understanding and support as I work to rectify this situation.

Thank you for your attention to this matter. Please let me know if there is anything further I can do to address this issue.

Sincerely,

[Your Name]
[Your Job Title]