

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address an oversight that occurred regarding [specific issue or situation].

Upon review, I realized that [describe the oversight briefly, including any relevant details]. This was an unintended error, and I take full responsibility for the oversight.

To rectify this situation, I have [explain the steps taken to correct the oversight or propose a solution]. I assure you that measures are being put in place to prevent similar issues in the future.

Thank you for your understanding and patience regarding this matter.

Please feel free to reach out if you require any further information or clarification.

Sincerely,

[Your Name]