**Explanation Letter for Mistake**

**horizontal line**

**[Your Full Name]  
[Your Position]  
[Company’s Name]  
[Company’s Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**Subject: Acknowledgment and Explanation of Mistake**

**Dear [Recipient’s Name or 'Team'],**

**I am writing to acknowledge and explain a mistake that occurred on [mention the date], concerning [describe the mistake, e.g., a financial discrepancy, missed deadline, etc.]. It is my responsibility to address this error and to clarify the circumstances under which it happened.**

**Details of the Mistake:**

* **What Happened: [Detailed description of the mistake]**
* **Why It Happened: [Explanation of the factors leading to the mistake]**
* **Immediate Actions Taken: [Steps you took immediately after realizing the mistake]**

**Corrective Measures:**

* **Long-term Solutions: [Measures you are implementing to prevent future occurrences]**
* **Support Needed: [Any assistance you need from the team or management]**

**I deeply regret the oversight and sincerely apologize for any inconvenience this may have caused. I am committed to learning from this mistake and improving my performance.**

**Sincerely,**

**[Your Signature]  
[Your Printed Name]**