

Explanation Letter for Mistake

[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]