Explanation Letter for Mistake at Work

**Date: [Insert Date]**

**From:  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**To:  
[Supervisor's Name]  
[Supervisor's Job Title]  
[Company Name]**

**Subject: Explanation of [Specific Mistake]**

**Dear [Supervisor's Name],**

**I am writing to explain the circumstances surrounding the mistake of [specific mistake, e.g., a data entry error]. Upon realizing this error, I took immediate steps to assess its impact and explore resolution options.**

**[Detail the specific actions you took to address and rectify the mistake, including any steps taken to prevent future occurrences.]**

**I value the trust you place in my abilities and am committed to learning from this mistake to enhance my performance. Thank you for your understanding and guidance.**

**Respectfully,**

**[Your Full Name]  
[Your Signature (if sending a hard copy)]**