## **Provisional / Preliminary Acceptance of Responsibility Letter**

Subject: Acceptance of Responsibility (Provisional)

Dear [Recipient Name],

This letter is to provisionally accept responsibility for [describe situation], pending further clarification or investigation. I acknowledge my involvement to the extent known at this time and commit to cooperating fully to resolve the matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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