Casual / Simple Acceptance of Responsibility Letter

Subject: Responsibility Acceptance
Hello [Recipient Name],
I just want to let you know that I take full responsibility for [describe situation]. I'II make sure to
fix this and avoid repeating it in the future.
Thanks for your patience.
Regards,
[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/acceptance-of-responsibility-letter