

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

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

I am writing to take full responsibility for **[specific situation or action]**. I understand the importance of this matter and am committed to ensuring that it is resolved promptly and effectively.

I acknowledge that **[describe the responsibility or issue]** and will take the following actions to address it:

1. **[Action 1]**
2. **[Action 2]**
3. **[Action 3]**

Please feel free to contact me at **[Your Phone Number]** or via email at **[Your Email Address]** if you require any further information or clarification regarding this matter.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]