

Letter to Confirm That an Error Will be Corrected

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [enter recipient],

After yesterday's meeting, the meeting minutes were distributed among all the participants. Today I was informed by Mr. [enter the name of employee] about a mistake in the project's total estimated amount. A digit is missing which is making the total amount half a million less than the actual amount. I am shocked that no one else caught this huge error including myself. I would like to confirm that this error will be corrected and the fresh copies of minutes will be distributed among you. Thanks to Mr. [enter employee name].

Sincerely,

[Your Name]

[Senders Title] -Optional-