

# Letter of Acknowledgment for Inconvenience Caused

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the inconvenience caused to you due to [briefly describe the situation or incident]. We understand how this situation has impacted you and the importance of resolving it promptly.

We take full responsibility for the oversight and are actively working to ensure that similar issues do not occur in the future. Your experience is invaluable to us, and we are committed to making things right.

Thank you for your understanding and patience during this time. If you have any further concerns or require assistance, please feel free to reach out directly to me or our customer service department.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]