

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge the recent issues that have come to our attention regarding [specific details of the errors]. We appreciate your bringing this matter to our attention.

We understand the impact that these errors may have caused and are committed to resolving them promptly. Our team is currently investigating the situation in detail to ensure that we address all aspects of the concerns raised.

We value our relationship with you and appreciate your patience as we work through this process. Please feel free to reach out if you have any further questions or need additional clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]