

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge receipt of your recent correspondence dated [insert date]. Upon reviewing the information, I realized that I overlooked a critical detail concerning [briefly describe the overlooked information].

I appreciate your patience in this matter and want to ensure that we address this oversight promptly. Please allow me to correct this and provide the necessary information that was missed. [You may also outline any steps you intend to take or ask for clarification on any points if needed.]

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]