

Acknowledgment of Incorrect Data Provided

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge receipt of your recent correspondence regarding the incorrect data provided in our previous communication dated [insert date]. We sincerely apologize for any inconvenience this may have caused.

Upon review, we acknowledge the errors in the data provided and are currently taking steps to rectify the situation. We are committed to ensuring the accuracy of the information and will provide you with the corrected data by [insert timeframe].

Thank you for bringing this matter to our attention. We appreciate your understanding and patience as we resolve this issue.

If you have any further questions or require additional information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]