

Letter of Acknowledgment for Unintentional Error

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the unintentional error that occurred on [insert date or time period of the error]. We deeply regret any confusion or inconvenience this may have caused you.

Please be assured that we are taking the necessary steps to correct the mistake and prevent similar occurrences in the future. Your understanding and patience during this process is greatly appreciated.

Thank you for your attention to this matter. If you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]