

Letter of Acknowledgment for Delayed Task Completion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the delay in the completion of [specific task or project name]. We understand that unforeseen circumstances can arise and appreciate your efforts in addressing this matter.

We value the importance of timely delivery, and we are committed to supporting you in getting this project back on track. Please let us know if there is anything we can do to assist you at this time.

We look forward to your prompt response and a successful resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Email Address]

[Your Phone Number]