

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We would like to formally acknowledge the issues encountered during the recent rollout of our product, [Product Name]. Despite our best efforts, the launch did not meet the expected outcomes and has resulted in unexpected challenges.

We understand the impact this may have on our stakeholders, customers, and overall operations. We are currently conducting a thorough review to address the problems and implement corrective measures.

We appreciate your patience and understanding as we work to resolve these issues. Our commitment remains towards improving our processes and ensuring successful future rollouts.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]