

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere acknowledgment of my previous actions that may have led to a lack of recognition for your contributions to our team.

Upon reflection, I realize that I have not adequately recognized your hard work and dedication, particularly during [specific project or timeframe]. Your efforts have been invaluable and have significantly contributed to our success.

My oversight was not intentional, and I regret any feelings of undervaluation this may have caused you. Going forward, I am committed to ensuring that everyone's contributions are acknowledged and celebrated.

Thank you for your understanding, and please know that I truly value your efforts and the positive impact you have on our team.

Sincerely,

[Your Name]

[Your Position]