

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition of Faulty Assumptions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge and recognize a situation that recently arose due to some faulty assumptions we had regarding [specific project or issue].

Upon reflection, it has become clear that our initial understanding of [specific aspects] was not aligned with the reality of the situation. These assumptions impacted our decision-making process and led to unintended outcomes.

I appreciate your willingness to engage in open dialogue about this matter. It has provided an opportunity for us to learn and grow as a team. Moving forward, I believe we should take this as a lesson to verify our assumptions more thoroughly to prevent similar issues in the future.

Thank you for your understanding and collaboration as we navigate these challenges together.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]