

# Letter of Acknowledgment for Incomplete Work

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[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 incomplete work regarding [specify the project or task] that was due on [mention due date].

As per our initial agreement, the following sections/tasks remain unfinished:

- [Task/Section 1]
- [Task/Section 2]
- [Task/Section 3]

Please let me know if you require any support to complete these tasks or if there are any unforeseen circumstances affecting the timeline. It is crucial that we address these outstanding items promptly to ensure the overall success of the project.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]