

# Letter of Acknowledgment for Double-Booking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally acknowledge the double-booking that occurred for [specific event or appointment] scheduled on [date and time].

I apologize for any confusion or inconvenience this may have caused. We are committed to resolving the issue promptly and ensuring that all parties involved are accommodated appropriately.

Please let me know your availability for a follow-up discussion to address this matter. I appreciate your understanding and look forward to your guidance in resolving this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]