

# Letter of Acknowledgement

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally acknowledge the oversight that occurred during the manufacturing process of [Product Name or Description] that took place on [Date of Incident]. After a thorough investigation, we recognize the mistakes made in [specific details about the oversight].

We take full responsibility for this oversight and assure you that we are implementing corrective actions to prevent a recurrence in the future. These measures include [briefly outline steps being taken].

We value your partnership and appreciate your understanding as we work to improve our processes. Please do not hesitate to reach out if you have any questions or require further details.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]