

# Letter of Regretful Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere apologies for the oversight regarding [specific incident or issue]. It has come to my attention that [briefly explain the oversight].

This was an unfortunate mistake and does not reflect the high standards we strive to maintain. I take full responsibility for this oversight and assure you that we are taking steps to rectify the matter.

Thank you for your understanding and patience in this situation. I value our relationship and am committed to maintaining your trust.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]