

# Letter of Understanding

Date: [Insert Date]

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number]

[Recipient's Name] [Recipient's Address] [City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge our prior conversation regarding the scheduling conflict that has arisen concerning my engagement with [Name of the Event/Engagement]. This letter serves to document our understanding of the situation.

As discussed, due to [briefly explain reason for the conflict, e.g., "a prior commitment"], I will be unable to attend the engagement on [specific date]. I appreciate your understanding of this matter and your flexibility in adjusting plans accordingly.

Moving forward, I would like to propose [any alternative arrangements or solutions, if applicable]. I am committed to ensuring that we can still work together effectively and maintain our professional relationship.

Thank you for your understanding. Please feel free to reach out if you have any further questions or wish to discuss this matter in more detail.

Sincerely,

[Your Name]