

# Letter of Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the disrespectful behavior exhibited during [specific incident or date]. It has come to my attention that [describe the behavior and context].

Such conduct is not in alignment with the values and standards of our organization, and it is important that we address it to maintain a respectful environment.

I encourage you to reflect on this matter and would appreciate the opportunity to discuss it further. Please feel free to reach out to me at your earliest convenience.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]