

Letter of Acknowledgment and Apology

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Acknowledgment and Apology for Services Not Rendered

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and apologize for the services that were not rendered as promised on [specific date or time frame].

Due to [briefly explain reason, e.g., unforeseen circumstances, supply chain issues], we were unable to fulfill our commitment to you. I understand how this may have caused inconvenience and disruption to your plans.

We take full responsibility for this oversight, and I assure you that we are taking the necessary steps to ensure such issues do not occur in the future. Your satisfaction is of utmost importance to us.

As a gesture of goodwill, I would like to offer [mention any compensation, discount, or rescheduling option]. We hope this will help to make up for the inconvenience caused.

Thank you for your understanding and patience in this matter. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any further concerns or questions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]