

Letter of Acknowledgment and Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the error in communication regarding [insert specific details about the error]. I understand the importance of clarity and accuracy, and I regret any confusion or inconvenience that this may have caused.

It was never my intention to miscommunicate, and I take full responsibility for the oversight. I have taken steps to ensure that this does not happen again in the future, including [briefly outline measures taken to improve communication].

Thank you for your understanding and patience as we navigate this issue. I appreciate the opportunity to correct this matter and look forward to continuing our collaboration productively.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]