

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the failure to uphold the terms of our contract dated [Insert Contract Date]. Despite our efforts to fulfill the obligations outlined, it has come to my attention that certain key elements were not met, specifically [briefly describe the specific failures or breaches of the contract].

We value our relationship and are committed to resolving this matter amicably. I would appreciate the opportunity to discuss this further and identify potential solutions. Please provide me with your availability for a meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]