

Letter of Acknowledgment and Apology

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the overdue status of the literature that was due on [Insert Due Date]. I sincerely apologize for this oversight and any inconvenience it may have caused.

Due to [brief explanation of reason, if appropriate], I was unable to return the materials on time. I take full responsibility for this delay and assure you that it was not my intention to disregard the policies in place.

I have taken steps to remedy this situation, and the overdue materials will be returned by [Insert Return Date]. I appreciate your understanding and patience in this matter.

Thank you for your consideration. Please feel free to reach out if there are any further issues regarding this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]