

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Letter of Understanding for Previous Unavailability

Dear [Recipient's Name],

We hope this letter finds you well. We would like to address our previous unavailability regarding [specific matter or event], which occurred on [specific date]. We understand that this may have caused inconvenience, and we appreciate your patience during this time.

We value our relationship and want to assure you that we are committed to providing [specific service or support] in the future. Please let us know if there are any concerns or further actions you would like us to take to rectify this situation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]