

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and express my regret for the oversight in failing to include important data in the recent report submitted on [Insert Date]. I understand the significance of this information and how it impacts our overall objectives.

We are currently reviewing our processes to ensure that this does not happen again in the future. I appreciate your understanding and support as we rectify this situation.

Should you require any further information or assistance, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]