

Letter of Acknowledgment for Conversion Mistake

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge your recent communication regarding the conversion mistake that occurred on [specific date]. We sincerely apologize for any confusion or inconvenience this may have caused.

We take full responsibility for the error and are currently reviewing our processes to ensure this does not happen again in the future. The corrected conversion details are as follows:

[Provide details of the corrected conversion]

Thank you for bringing this matter to our attention. We appreciate your understanding and patience as we resolve this issue.

If you have any further questions or require additional assistance, please do not hesitate to reach out to us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]