

# Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to acknowledge the recent feedback regarding our performance and the results we had promised.

We take your concerns seriously and truly value the trust you place in us. Unfortunately, we have not met the expectations we set, and for that, we sincerely apologize.

We are committed to delivering the best possible service and are actively working to address the shortcomings. We appreciate your understanding and patience as we implement measures to ensure improved outcomes.

Once again, we apologize for this situation and thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]