

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally acknowledge my oversight regarding my responsibilities as [Your Position/Role] during [specific period or project]. I understand that my failure to fulfill these duties has impacted our team's performance and the overall success of the project.

I take full responsibility for this lapse and assure you that I am taking steps to rectify the situation. I am actively working on [specific actions being taken] to ensure such an oversight doesn't happen again in the future.

Thank you for your understanding and support as I address these issues. I appreciate your patience and guidance during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]