

Letter of Acknowledgment for Failing to Meet Quality Standards

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Quality Standards Issue

Dear [Recipient's Name],

We are writing to formally acknowledge the concerns raised regarding the recent quality standards associated with [specific product/service]. We take quality issues very seriously and understand the impact they can have on your operations.

Upon review, we recognize that we did not meet the expected quality benchmarks outlined in our agreement. We deeply regret any inconvenience this may have caused and are committed to addressing the issue promptly.

To rectify the situation, we are implementing the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

We appreciate your understanding and patience as we work to improve our processes. Please feel free to reach out if you have any further questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]