

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the concerns you have brought to my attention regarding our recent performance and outcomes.

It has become clear that we have not met the expectations that were set out, and I take full responsibility for this shortfall. I understand the impact this may have had on you and the team, and for that, I sincerely apologize.

We are currently assessing the situation in detail and taking necessary steps to ensure we do not repeat the same mistakes. I appreciate your understanding and support as we work towards improving our efforts.

Thank you for your patience, and please feel free to reach out if there are any further concerns you wish to discuss.

Sincerely,

[Your Name]

[Your Position]

[Your Company]