

Preliminary apology pending resolution

Subject: Our Apologies for the Inconvenience

Dear [Recipient Name],

We are aware of the ongoing issue regarding [specific problem] and apologize for any inconvenience it may have caused. This letter serves as our preliminary acknowledgment while we work to find a permanent solution.

We will keep you updated with progress and resolution timelines.

Sincerely,

[Your Name]

[Position]

[Company Name]

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