

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of your notification regarding the typographical error found in [specify document or item]. We appreciate you bringing this matter to our attention.

We have reviewed the issue and will take the necessary steps to correct the error promptly. The corrected [document/item] will be sent to you by [date].

Thank you for your understanding and for your assistance in maintaining the accuracy of our records. Should you have any further inquiries, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]