

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the receipt of your request for a partial refund dated [Insert Date of Request]. We appreciate your communication and value your concerns.

We are currently reviewing the details of your request and will aim to respond within [Insert Time Frame]. If we require any further information, we will reach out to you directly.

Thank you for your patience during this process. Should you have any questions or need immediate assistance, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Company's Name]