

# Letter of Acknowledgment for Service Outages

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to formally acknowledge the recent service outages that have affected our customers. We understand the frustration and inconvenience this has caused, and we sincerely apologize for the disruption to your experience.

Please know that we are actively investigating the root cause of these outages and are committed to implementing a solution to prevent future occurrences. Your patience and understanding during this time are greatly appreciated.

Should you have any further concerns or require assistance, please do not hesitate to reach out to our customer service team.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]