

Service Issue Acknowledgment Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Customer's Name]
[Customer's Address]
[City, State, Zip Code]

Dear [Customer's Name],

Thank you for bringing the service issue to our attention. We value your feedback and commitment to our services. We have received your report regarding [specific issue], and this letter serves to acknowledge your concern.

Our team is currently reviewing the situation, and we are working diligently to resolve it as quickly as possible. We expect to have an update for you by [date]. Your satisfaction is important to us, and we appreciate your patience during this process.

If you have any further questions or need immediate assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]