

Feedback Acknowledgment and Escalation Procedure

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Feedback and Escalation Procedure

Dear [Recipient's Name],

Thank you for your valuable feedback regarding [specific issue or suggestion]. We appreciate the time you took to share your insights with us.

We have acknowledged your feedback and will take the following steps:

- Your concern will be reviewed by the [specific department/team].
- A response will be provided within [specific timeframe].
- If necessary, your feedback will be escalated to [higher authority or department].

Please feel free to reach out if you have any further questions or additional feedback.

Thank you once again for your contribution.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]