

Service Request Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

Thank you for contacting us regarding the product defect associated with your order #[Insert Order Number]. We have received your service request and are currently reviewing the details. Your feedback is important to us, and we take matters like this very seriously.

We will begin our investigation and aim to resolve your issue promptly. A representative from our team will reach out to you within [Insert Time Frame] with further updates.

If you have any additional information or questions in the meantime, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]