

# Resolution Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your inquiry regarding [specific support issue or question]. We appreciate your reaching out to us.

We want to acknowledge your request and inform you that we are currently reviewing the details. Your feedback is important to us, and we aim to address your concerns promptly.

You can expect a follow-up from us within [specify time frame]. If you have any further questions in the meantime, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]