

# Acknowledgment of Lost Shipment

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

We are writing to acknowledge receipt of your notification regarding the lost shipment under tracking number [Insert Tracking Number]. We understand the inconvenience this situation may have caused you.

Our team is currently investigating the matter and will work diligently to resolve it promptly. We have already started the process and will keep you informed with any updates as they become available.

Thank you for your patience and understanding during this time. If you have any further questions or need additional assistance, please do not hesitate to contact us directly at [Contact Information].

Sincerely,

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