

# Issue Acknowledgment

Date: [Insert Date]

To: [Director's Name]

[Director's Address]

Dear [Director's Name],

We acknowledge receipt of your letter dated [Insert Date] regarding [briefly state the issue]. We appreciate your bringing this matter to our attention.

We take this issue seriously and would like to assure you that we are currently reviewing the situation. Our board is committed to addressing any concerns promptly and effectively.

If you have any further information or suggestions, please do not hesitate to reach out.

Thank you for your diligence and continued commitment to our organization.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]