

# Damage Acknowledgment Form

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

## **Subject: Acknowledgment of Damage**

Dear [Recipient's Name],

This letter serves as an acknowledgment of the damage reported regarding [describe the damaged item, property, or situation]. We have reviewed the details you provided on [insert date of report].

### **Details of the Damage:**

- Item/Property: [Description]
- Date of Incident: [Insert Date]
- Extent of Damage: [Brief Description]

We appreciate your patience while we investigate this matter further. Please provide any additional documentation or evidence that may assist us in resolving this issue effectively.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]