

Letter of Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge your feedback regarding your recent experience with us. It has come to my attention that the impression we left did not meet the standards we strive to uphold.

We take such matters seriously and appreciate your candidness in sharing your thoughts. Your feedback is invaluable to us as it guides our efforts to continuously improve our services.

I assure you that we are actively reviewing the situation and implementing necessary changes to ensure a more satisfactory experience in the future.

Thank you for bringing this to our attention. Should you have further concerns or suggestions, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]