

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We acknowledge receipt of your report regarding the hardware malfunction experienced with [specific hardware or device]. We appreciate you bringing this matter to our attention.

Our team is currently investigating the issue to determine the cause and will work diligently to resolve it as quickly as possible. You can expect an update from us by [insert timeframe].

If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]