

# Product Quality Acknowledgment Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to thank you for bringing to our attention the quality issues related to [Product Name]. We take such matters seriously and appreciate your patience while we conduct a thorough investigation.

Upon our review, we have confirmed the issues you reported, and we acknowledge that they do not meet the standards we aim to uphold. Please rest assured, we are actively working on a resolution to address these concerns promptly.

As a part of our commitment to quality, we will be [provide details on the steps being taken, e.g., issuing a replacement, scheduling a recall, etc.]. We value your feedback and are dedicated to ensuring your satisfaction with our products.

If you have any further concerns or questions, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]