

Letter of Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge receipt of your report regarding the inadequate quality control results observed in our recent [product/service name] assessment. We appreciate your diligence in bringing this matter to our attention.

Upon reviewing the findings, we recognize the discrepancies that occurred during the quality control process. Please rest assured that we are taking this issue very seriously and are currently investigating the root causes.

We are committed to rectifying this situation and will implement necessary measures to ensure that such issues do not arise in the future. Your feedback is invaluable in helping us improve our processes.

Thank you for your understanding and cooperation. We will keep you updated on our progress and any corrective actions taken.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]