

Issue Addressed and Confirmed

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Issue Addressed

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm that the issue you raised regarding [brief description of the issue] has been addressed.

After reviewing the matter, we have taken the necessary steps to resolve the issue by [explain actions taken]. We appreciate your patience and understanding during this process.

Should you have any further concerns or require additional information, please do not hesitate to reach out.

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]