Acknowledgment of Issue Resolution

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the resolution of the issue you raised on [insert date of the issue]. We are pleased to inform you that your concern regarding [briefly describe the issue] has been successfully addressed.

We appreciate your patience and understanding throughout this process. Our team worked diligently to ensure a satisfactory outcome, and we value your feedback which helps us improve our services.

If you have any further questions or require additional assistance, please do not hesitate to contact us at [insert contact information].

Thank you once again for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]