

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to acknowledge receipt of your concern regarding the delivery of [Magazine Name]. We appreciate you bringing this matter to our attention, as customer satisfaction is of utmost importance to us.

We understand that timely delivery is crucial, and we are currently investigating the issue to ensure that it is resolved quickly. Our team is working diligently to rectify this situation and to prevent future occurrences.

Please allow us a few days to address your concerns. We will keep you updated on the progress and ensure that your subscription is honored.

Thank you for your understanding and patience. Should you have any further questions or need immediate assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]