

# Letter of Assurance

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to assure you that we are actively addressing the delivery issues regarding your magazine subscription. We understand the importance of receiving your issues on time, and we sincerely apologize for any inconvenience this may have caused.

Our team is currently investigating the matter to ensure that your future issues are delivered promptly. We have implemented measures to resolve this issue and prevent it from happening again.

We appreciate your patience and understanding during this process. As a token of our commitment to our subscribers, we would like to offer you [mention any compensation or additional service].

If you have any further questions or need assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]