

Letter of Acknowledgment

Date: [Date]

[Your Name]

[Your Position]

[Magazine Name]

[Magazine Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Thank you for your report regarding the error found in our recent publication of [Magazine Issue/Title]. We sincerely appreciate your attention to detail and commitment to excellence in our technical content.

We want to assure you that we take such matters seriously and are currently investigating the issue. Your feedback is invaluable in helping us maintain the integrity of our magazine.

If you have any further insights or questions, please do not hesitate to reach out to us. Thank you once again for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Magazine Name]