

Letter of Acknowledgment for Missing Magazine Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the request I submitted regarding the missing issues of [Magazine Name]. I would like to confirm the details of my request as follows:

- Subscriber ID: [Your Subscriber ID]
- Missing Issues: [List the missing issues]
- Date of Request: [Insert Date of Request]

I appreciate your attention to this matter and look forward to your prompt response regarding the resolution of the missing issues. Please do not hesitate to contact me at the information provided above if you need any further details.

Thank you for your assistance.

Sincerely,

[Your Name]