

Service Issue Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding the service issue you encountered. We acknowledge the receipt of your complaint dated [Insert Date of Complaint].

We understand the inconvenience this may have caused and want to assure you that we are taking this matter seriously. Our team is currently investigating the issue and will aim to resolve it as quickly as possible.

We appreciate your patience and understanding in this matter. If you have any further questions, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]