

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of your complaint regarding the infringement of your intellectual property rights, submitted on [Insert Date of Complaint]. We take such matters seriously and appreciate you bringing this issue to our attention.

Your complaint is currently under review by our legal team, and we will strive to resolve this matter as quickly as possible. We understand the importance of protecting intellectual property rights and are committed to following the appropriate processes in this regard.

Should we require any further information or clarification, we will reach out to you directly. We appreciate your patience in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]