

# System Malfunction Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of System Malfunction

Dear [Recipient's Name],

We would like to acknowledge the reported malfunction of the [specific system or equipment name] that occurred on [insert date of incident]. We understand the importance of this system to your operations and are actively working to resolve the issue.

Our technical team is already investigating the root cause and will implement the necessary corrective measures as soon as possible. We appreciate your patience and understanding during this time.

If you have any further questions or require additional assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]