

Letter of Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Dear [Community Member's Name],

Thank you for bringing your concerns regarding tobacco smoke in our community to our attention. We acknowledge receipt of your complaint dated [Insert Complaint Date]. Your feedback is invaluable in our efforts to maintain a healthy environment for all residents.

We take such issues seriously and are committed to addressing them effectively. We will investigate the matter you raised and take appropriate steps to resolve it. Please be assured that we are dedicated to ensuring the well-being and comfort of our community members.

If you have any further questions or additional information to share, please do not hesitate to contact me at [Your Contact Information]. We appreciate your involvement in improving our neighborhood.

Thank you once again for your communication.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]