

Issue Acknowledgment and Corrective Action

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We acknowledge receipt of your correspondence dated [insert date of the issue report] regarding [brief description of the issue]. We take this matter seriously and appreciate you bringing it to our attention.

Upon investigation, we have identified the cause of the issue as [describe the cause of the issue]. We have developed a corrective action plan which includes [briefly outline the corrective actions that will be taken to address the issue].

Our goal is to resolve this issue promptly and ensure that it does not occur again in the future. We anticipate completing the corrective actions by [insert date].

We value your feedback and partnership, and we thank you for your understanding as we work through this matter. Please feel free to reach out to me directly at [your phone number] or [your email address] should you have any questions or need further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Company]