

Letter of Acknowledgment for Service Error

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the service error that occurred on [specific date] regarding [describe the service issue, e.g., "my internet connection"]. I appreciate your prompt attention to this matter and the efforts made to rectify the situation.

It is important for us as customers to know that our concerns are taken seriously, and your team's response has reassured me of the quality service your company strives to provide.

Thank you for your understanding and assistance. I look forward to your continued support.

Sincerely,
[Your Name]