

Letter of Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your concerns regarding the recent hardware failures experienced with [specific hardware] on [specific date]. We understand the inconvenience this has caused and appreciate your bringing this issue to our attention.

Our technical team is currently investigating the situation to identify the root cause and develop a solution. We will keep you updated on our progress and any actions we take to resolve this issue.

Thank you for your patience and understanding in this matter. If you have any additional questions or concerns, please feel free to reach out directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]