

Letter of Assurance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to assure you that we have received your email dated [Insert Date of Email]. We appreciate your prompt communication and acknowledge the points raised in your message.

We are currently reviewing the information provided and will respond to your inquiries by [Insert Expected Response Date]. Please rest assured that your concerns are important to us.

If you have any additional questions or require further assistance in the meantime, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]