

Issue Acknowledgment Letter

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the issue you reported on [date issue was reported]. We appreciate you bringing this matter to our attention.

We want to assure you that we take this issue seriously and have initiated a thorough review. Our team is working diligently to resolve the matter and will keep you updated on our progress.

Please expect to hear from us regarding the next steps by [date]. If you have any further questions or additional information to share, feel free to reach out at [contact information].

Thank you for your patience and understanding as we work to address this issue.

Sincerely,
[Your Name]
[Your Title]
[Your Company]