

Customer Concern Acknowledgment

Date: [Insert Date]

Dear [Customer Name],

Thank you for reaching out to us regarding your concern. We acknowledge the receipt of your submission and want to assure you that your feedback is important to us.

We have received your concern about [briefly describe the concern]. Our team is currently reviewing the information you provided and will get back to you within [insert timeframe].

If you have any further questions or additional information to share, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]