

Customer Issue Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding the issue you experienced with [describe the issue briefly]. We would like to acknowledge your concern and assure you that we are committed to resolving it as quickly as possible.

Next Steps:

1. Our team will review your issue and gather any necessary information.
2. You can expect an update from us within [time frame].
3. If we require any additional information, we will reach out to you directly.

We appreciate your patience and understanding in this matter. Please feel free to contact us at [customer service email/phone number] if you have any further questions.

Sincerely,
[Your Name]
[Your Position]
[Company Name]