

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Partner's Name]
[Partner's Position]
[Partner's Company]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We have received your concerns regarding [briefly mention the concerns]. We appreciate you bringing this matter to our attention.

After carefully reviewing your feedback, we are committed to addressing your concerns and will take the following actions: [briefly outline the actions].

Thank you for your partnership and for sharing your valuable insights with us. Should you have any further questions or additional feedback, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company]