

Warranty Issue Acknowledgment

Date: [Insert Date]

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

To:
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Warranty Issue

I am writing to acknowledge the receipt of your notification regarding the warranty issue for [Product Name/Model]. We have noted the details of your claim dated [Claim Date] and appreciate your prompt communication.

We are investigating this matter and will keep you informed of any updates regarding your warranty claim. If you have any further questions or need immediate assistance, please do not hesitate to contact us.

Thank you for your understanding and patience.

Sincerely,

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