

Device Malfunction Report Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your report regarding the malfunction of your device [Device Name/ID]. We acknowledge the receipt of your report submitted on [Report Submission Date].

Our team is currently reviewing the details you provided. We aim to resolve the issue as quickly as possible and will keep you informed of our progress.

If we require any further information, we will reach out to you. Your understanding and cooperation are greatly appreciated.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]