

Acknowledgment of Online Assistance

Date: _____

To: [Staff Member's Name]

From: [Your Name]

Subject: Acknowledgment of Your Assistance

Dear [Staff Member's Name],

I would like to extend my heartfelt thanks for the online assistance you provided on [specific date]. Your prompt responses and thorough explanations significantly helped me in [briefly explain the issue or situation].

Your professionalism and dedication are greatly appreciated. Thank you once again for your outstanding support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]