

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Case Number [Case Number]

We are writing to formally acknowledge receipt of your case submitted on [Submission Date]. Your case has been assigned the reference number [Case Number].

We want to assure you that we are currently reviewing the details provided and will ensure that all necessary steps are taken to address your concerns promptly.

If you have any additional information or questions regarding your case, please do not hesitate to contact us at [Contact Information].

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]