

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Reported Vulnerabilities

I am writing to acknowledge the receipt of your report regarding the vulnerabilities discovered in our [product/system/service]. We appreciate your diligence in identifying and bringing these issues to our attention. We take security very seriously and have initiated an internal review process to evaluate the reported vulnerabilities. Our team is committed to addressing these concerns promptly and effectively.

Thank you for your proactive approach and willingness to collaborate on this matter. We will keep you updated on our progress and any actions taken to mitigate the risks you've outlined.

Should you have any further information or suggestions, please do not hesitate to contact me.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Organization]