

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Error Resolution - [Reference Number/Account Number]

Dear [Recipient Name],

This letter is to formally acknowledge that the error reported on [Date] regarding [Description of the Error] has been successfully resolved.

Upon receiving your report, our team conducted a thorough investigation. We have taken the following steps to correct the issue:

- [Action Step 1]
- [Action Step 2]

We confirm that as of [Date], [State the final outcome, e.g., your account has been credited / the data has been updated]. We have also implemented measures to ensure this specific error does not recur in the future.

We sincerely apologize for any inconvenience this matter may have caused you. We appreciate your patience and for bringing this to our attention.

If you have any further questions or if you believe the issue persists, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]