

## Feedback Acknowledgment Letter

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

We have received your feedback dated \_\_\_\_\_ regarding  
\_\_\_\_\_.

We sincerely appreciate you taking the time to share your thoughts and comments with us. Your feedback is very valuable, and it helps us strive for continuous improvement.

Please rest assured that your suggestions and concerns have been forwarded to the relevant department for further review and necessary action.

Thank you once again for your input.

Sincerely,

\_\_\_\_\_  
(Your Name)  
(Designation)  
(Company/Organization Name)