**ACKNOWLEDGEMENT LETTER**

Date:

Name:

Designation:

Company/ organization name:

Address:

Recipient name:

Address:

Subject: Acknowledgment Letter for Feedback

Dear (name of the addressee)

Thank you for your feedback. It means a lot to me.

I went through your feedback thoroughly. It is really motivating. Feedback like this will help us to improve our growth in the future. As you know good and bad things are a part of life, so, our organization is not an exception. We will try our best to maintain those things (mention the points) that you have mentioned. It will help us to keep on track and to avoid mistakes.

I am delighted to hear that you had such a great experience (in case of positive feedback), / I am really sorry for this inconvenience (in case of negative feedback) (mention the incident for both). Your feedback is really one of the building blocks for our organization. We sincerely appreciate your insight. It is really a medium for us for continuous learning.

If you have any more queries, comments, or concerns, don’t hesitate to reach out. We will be happier to assist you.

Thank you again for taking the time to give this valuable feedback to us.

Warm Regards,

(Company/Organization Name)