

Reference No: [Document Reference Number]

Company/Organization Name

Address Line 1

Address Line 2

Phone: [Contact Number]

Email: [Contact Email]

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

SUBJECT: OFFICIAL ACKNOWLEDGEMENT OF LOSS REPORT

Dear [Recipient's Name],

This is to acknowledge receipt of your loss report dated [Report Date], regarding the loss of [Specify Item/Document/Asset], with reference to report number [Report Number, if applicable].

We have registered your report in our records and have initiated the preliminary review process. Should we require further information or documents, our office will contact you directly.

Please retain a copy of this acknowledgement for your records. We are committed to conducting a thorough and timely investigation, and we appreciate your cooperation.

If you have any queries or require assistance, please feel free to contact us at your convenience.

Sincerely,

[Authorized Officer's Name]

[Designation]

[Company/Organization Name]

Important Notes:

- This acknowledgement does not constitute acceptance of responsibility or liability for the reported loss.
- Retain this letter and your reference number for future correspondence.
- Provide accurate and complete information to facilitate the investigation.
- Unauthorized alterations to this document will render it void.