

Brief Acknowledgement Email

Subject: Quick Resolution - Re: Your Recent Concern

Hi [Name],

Thanks for reaching out about [issue]. I totally get why this would be frustrating!

Good news - I've already taken care of it. [Brief description of resolution]. You should see the changes reflected by [timeframe].

If anything else comes up or if this doesn't fully address your concern, just shoot me another email. Always happy to help!

Best,

[Your Name]

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