

Well noted alternatives

1. Duly noted
2. I have taken note of this
3. Noted with thanks
4. This will be taken into consideration
5. I will take this on board
6. Kindly noted
7. Message received
8. I will make a note of that
9. Our records have been updated accordingly
10. This has been passed on to the relevant department

1. Duly noted.

Full Example:

Dear Gemima,

Thank you for your email about the lack of safety rails at our school's playground. Because we always want [to err on the side of caution](#), your concern has been duly noted and will be discussed at the next school board meeting.

Kind regards,

Sally Howarth

2.I have taken note of this.

Full Example:

Dear Mr. Burke,

I received your message about the shower head not working in your new rented apartment. I have taken note of this and will follow up on this matter with the landlord.

I will be in touch shortly.

Best wishes,

Anthony Baker

3.Noted with thanks.

Full Example:

Hi Fred,

[I hope this email finds you well!](#) [We are grateful for](#) your recent contribution to our online dialogue board, which has been noted with thanks.

We will send you a notification if we receive any responses to your post.

[Best regards,](#)

Hassan Michaels

4.This will be taken into consideration.

Full Example:

Good morning Jenny,

[I hope all is well with you.](#)

[Thank you for reaching out to me](#) to inform me about your son Brian's learning disability. This will be taken into consideration when we plan the groups for Saturday's excursion.

Yours Sincerely,

Amelia Daly

5. I will take this on board.

Full Example:

Dear Bethany,

I am reaching out to you because of your recent email to our HR department informing them of an incident that made you feel unsafe in the workspace.

Your complaint will be followed up comprehensively by HR, but I wanted to respond personally to your more general reflections about the hostile atmosphere that you experience as part of the company culture. I appreciate the time you took to write down your detailed suggestion for how improve the experience of working in the office and I will take this on board.

Yours sincerely,

Adam

6. Kindly noted.

Full Example:

Dear Ms. Warren,

Thank you for sending me your availability for therapy sessions over the coming months. Your available dates have been kindly noted.

I have some [errands to run](#) now but will get back in touch with you this evening to suggest a date and time for our first appointment.

Best wishes,

Alex Wallis

7.Message received.

Full Example:

Hi Mick,

Great, message received! [I am rooting for you](#) to get the promotion.

See you at the meeting on Monday.

Best,

James

8.I will make a note of that.

Full Example:

Hi Janine,

Thank you for letting me know about the bride's dislike for surprises of any kind, I will make a note of that.

I look forward to planning the wedding with you over the coming months!

Best wishes,

Annie

9.Our records have been updated accordingly.

Full Example:

Dear Mr. Chapman,

Many thanks for your email informing us of your new address and phone number. Our records have been updated accordingly.

We look forward to seeing you for your appointment on Monday.

Kind regards,

The Gilbert Family Practice Team

10. This has been passed on to the relevant department.

Dear Jonathan,

Many thanks for your email informing us of the defects with your RV300 vacuum cleaner and requesting a refund.

This has been passed on to the relevant department and will be reviewed in due course.

In the meantime, we would like to offer you 15 percent off our entire website with the discount code SEPTEMBER15OFF.

Sorry for the inconvenience, we hope to resolve the matter as quickly as possible.

Kind regards,

The Customer Service Team