

Customer Service Complaint Acknowledgment

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience. We have received your complaint about [brief description of the issue] and sincerely apologize for any inconvenience this may have caused.

We take customer feedback seriously and are currently looking into your concerns. A member of our customer service team will review your complaint and get back to you by [insert timeframe].

Thank you for your patience and understanding. If you have any additional information or questions, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]