

Tenant Complaint Resolution Acknowledgement

Date: _____

Tenant Name: _____

Address: _____

City, State, Zip: _____

Dear [Tenant's Name],

We hereby acknowledge receipt of your complaint regarding [brief description of the complaint] submitted on [date of complaint].

Your concerns have been taken seriously, and we are currently reviewing the situation. We aim to resolve this matter promptly and effectively. Our team will reach out to you within [insert time frame] to provide an update on the resolution process.

Thank you for your patience and understanding. Please feel free to reach out if you have any further questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]