

Complaint Escalation Acknowledgment

Date: [Insert Date]

Dear [Customer Name],

Thank you for reaching out regarding your recent experience with our service. We acknowledge the receipt of your complaint regarding [brief description of the complaint] and understand your concerns.

Please be assured that your complaint has been escalated to the appropriate department for further investigation. We value your feedback and are committed to resolving this matter promptly.

Should you have any further questions, please do not hesitate to contact us at [Contact Information].

Thank you for your patience as we work towards a resolution.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]