

Complaint Resolution Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Summary of Complaint Resolution - Account Closure

Dear [Recipient Name],

This letter serves as a summary of the resolution process regarding the complaint about the closure of my account (Account Number: [Insert Account Number]). Below are the details of the complaint and the subsequent actions taken:

Complaint Details

- **Date of Complaint:** [Insert Date]
- **Nature of Complaint:** Account Closure
- **Description:** [Brief Description of the Complaint]

Resolution Process

The following steps were taken to address my concern:

- **Date of Response:** [Insert Date]
- **Response Provided By:** [Insert Name or Department]
- **Summary of Resolution:** [Insert Summary of Actions Taken]

Final Outcome

As a result of the resolution process, my account has been [Closed/Reopen/Other Outcome]. I appreciate the assistance provided by your team during this matter.

Thank you for your attention to this issue. Should you require further clarification, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]