

Complaint Resolution Summary

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Contact Information: [Insert Contact Information]

Complaint Reference Number: [Insert Reference Number]

Complaint Details

[Briefly describe the customer's complaint]

Resolution Steps Taken

1. [Step 1: Describe the action taken]
2. [Step 2: Describe the subsequent action taken]
3. [Step 3: Describe any additional steps or communications]

Final Resolution

[Describe the final outcome and how the issue was resolved]

Customer Feedback

[Include any feedback from the customer regarding the resolution]

Next Steps

[Outline any follow-up actions to be taken, if applicable]

Thank you for your patience and understanding as we resolved this matter. If you have any further questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]