

# Complaint Resolution Summary

**Date:** [Insert Date]

**Customer Name:** [Insert Customer Name]

**Account Number:** [Insert Account Number]

**Subscription Plan:** [Insert Subscription Plan Name]

## Complaint Details

**Complaint Reference Number:** [Insert Reference Number]

**Date of Complaint:** [Insert Date of Complaint]

**Description of the Complaint:** [Insert Description]

## Resolution Summary

**Resolution Actions Taken:**

- [Action 1]
- [Action 2]
- [Action 3]

**Outcome:** [Insert Outcome]

## Next Steps

[Insert Next Steps or Follow-Up Actions]

## Contact Information

If you have further questions, please contact us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]