

# Complaint Confirmation

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

## To:

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

## Subject: Confirmation of Complaint Received

Dear [Recipient's Name],

This letter is to formally acknowledge the receipt of your complaint dated [Insert Date of Complaint]. We take these matters seriously and appreciate your effort to bring this to our attention.

Your complaint has been assigned the reference number [Insert Reference Number]. Our supervisory team is currently reviewing it and will ensure that appropriate steps are taken to address your concerns.

You can expect a follow-up from us by [Insert Follow-Up Date]. We appreciate your patience during this process.

If you have any questions in the meantime, please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]