

Complaint Receipt Acknowledgment

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us. We have received your complaint regarding [brief description of the complaint]. Your feedback is important to us, and we are committed to resolving this issue promptly.

Complaint Details

Complaint Reference Number: [Insert Reference Number]

Description: [Detailed description of the complaint]

Escalation Process

If you are not satisfied with the resolution provided, you can escalate your complaint by following these steps:

1. Contact our Customer Support at [Customer Support Number] or [Customer Support Email].
2. Provide your complaint reference number and details of the issue.
3. A senior representative will review your case and contact you within [Insert Timeframe].

We appreciate your patience and understanding as we work towards a resolution.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]