

# Service Complaint Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with our service. We have received your complaint concerning [brief description of the issue] and would like to acknowledge that it has been recorded in our system.

Your satisfaction is our top priority, and we are committed to resolving this matter as quickly as possible. Our customer support team is currently reviewing the details of your complaint and will get back to you within [time frame].

We appreciate your patience and understanding as we work to address your concerns. If you have any further information to share or if you need immediate assistance, please do not hesitate to contact us at [contact information].

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]