

Service Complaint Resolution Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for bringing your concerns to our attention regarding the service you received on [Insert Date of Service]. We value your feedback and are committed to resolving any issues promptly.

We would like to confirm that your complaint is being investigated, and we expect to have a resolution by [Insert Expected Resolution Date]. Your satisfaction is important to us.

If you have any additional information to share or further questions, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]