

Service Grievance Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for bringing your concerns to our attention. We acknowledge receipt of your grievance regarding [brief description of the issue]. Your feedback is invaluable to us as we strive to provide excellent service.

Our team is currently reviewing your concern, and we assure you that we will provide a timely response. We understand the importance of resolving this matter quickly and appreciate your patience during this process.

If you have any further questions or require immediate assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]