

Complaint Resolution Acceptance

Date: [Insert Date]

To,

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

We acknowledge receipt of your complaint regarding [brief description of the complaint]. We appreciate your feedback and the opportunity to resolve your concerns.

After a thorough review of your case, we are pleased to inform you that your complaint has been resolved as follows:

[Detail the resolution here]

We hope this resolution meets your expectations. If you have any further questions or require additional assistance, please do not hesitate to reach out to us.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]