

# Member Complaint Resolution Feedback Request

Dear [Member's Name],

We hope this message finds you well. We are reaching out to you regarding the recent complaint you raised on [date of the complaint]. We appreciate your feedback and want to ensure that we address your concerns effectively.

Our team has taken the necessary steps to resolve your complaint, and we would like to know how satisfied you are with the resolution provided. Your feedback is invaluable to us in improving our services.

Please take a moment to answer the following questions:

- How satisfied are you with the resolution of your complaint? (Very Satisfied, Satisfied, Neutral, Unsatisfied, Very Unsatisfied)
- Did we address your concerns adequately? (Yes/No)
- Any additional comments or suggestions?

Your responses will help us enhance our member services and ensure a positive experience for all our members. Please reply to this email by [reply deadline date].

Thank you for your time and support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]