

Complaint Acknowledgment

Date: [Insert Date]

To: [Complainant's Name]
[Complainant's Address]
[City, State, Zip Code]

Dear [Complainant's Name],

Thank you for contacting us regarding your concerns. We have received your complaint dated [Insert Date of Complaint] and we take your feedback very seriously.

Your complaint is currently under review, and we appreciate your patience as we investigate the matter thoroughly. We aim to resolve issues in a timely manner and will communicate any updates as soon as they become available.

If you have any questions or additional information to provide, 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 Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]