

# Complaint Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the resolution status of my complaint submitted on [Insert Date of Initial Complaint]. The details of my complaint were concerning [briefly describe the complaint].

Despite my previous attempts to follow up, I have yet to receive a satisfactory response. I kindly request an update on the status of my inquiry and any actions that have been taken regarding this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]