

Follow-Up on Complaint Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous complaint regarding [brief description of the complaint] submitted on [date of initial complaint].

Since my last correspondence, I have not yet received an update regarding the resolution of this issue. I appreciate your attention to this matter and would like to inquire about the current status.

Thank you for your prompt response to this matter. I look forward to your reply and a resolution to my concern.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]