

Follow-Up on Pending Complaint Resolution

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous complaint submitted on [Insert Date of Original Complaint] regarding [brief description of the issue]. As of today, I have not yet received a resolution or an update regarding my case.

I understand that these matters can take time, but I would greatly appreciate any information you could provide me with regarding the status of my complaint. It is important for me to have this issue resolved promptly, as it has been affecting [briefly explain any impact the issue has had].

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]