

Follow-up Regarding Complaint Outcome

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

As of today, I have not yet received an update or resolution concerning this matter. I would appreciate any information you can provide regarding the status of my complaint and any actions being taken to address my concerns.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]