

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the progress of my complaint that I submitted on [Date of Complaint Submission]. The complaint reference number is [Complaint Reference Number].

As it has been [Duration Since Complaint Submission] since I last heard from your team, I would appreciate any updates regarding the resolution process. It is important for me to understand the current status and any anticipated timelines moving forward.

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

Best regards,

[Your Name]

[Your Contact Information]