

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update regarding the status of my complaint submitted on [Date of Complaint Submission]. The complaint reference number is [Reference Number].

I appreciate your attention to this matter and would like to know if there have been any developments or actions taken towards resolving my concern.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]