

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Team
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to request an update regarding my complaint, which was submitted on [Date of Complaint] under the reference number [Complaint Reference Number]. As I have not yet received a resolution or acknowledgment, I would appreciate any information you could provide on the current status of my complaint.

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

Sincerely,
[Your Name]