

Complaint Acknowledgment

Date: [Insert Date]

Dear [Stakeholder's Name],

We acknowledge receipt of your complaint dated [Insert Date of Complaint]. Thank you for bringing this matter to our attention.

We take your concerns seriously and are committed to resolving the issue promptly. Our initial review indicates that the following steps will be taken:

- Investigation of the matter will begin on [Insert Start Date].
- We aim to provide a preliminary response by [Insert Preliminary Response Date].
- A follow-up review will be completed by [Insert Follow-up Review Date].

We appreciate your patience during this process. Should you have any questions in the meantime, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]