

# Confirmation of Complaint Submission

Dear [Customer Name],

We are writing to confirm that we have received your complaint regarding our banking services. Your feedback is important to us, and we strive to resolve all issues promptly.

**Complaint Reference Number:** [Reference Number]

**Date of Submission:** [Date]

We will investigate your complaint and get back to you within [Time Frame]. If you have any further questions, please do not hesitate to contact us at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Bank's Name]

[Your Bank's Address]

[Contact Information]