

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have completed our review of the complaint dated [Date of Complaint].

After careful consideration, we are pleased to inform you that your complaint has been resolved. The following steps have been taken to address your concerns:

- [Step 1 of Resolution]
- [Step 2 of Resolution]
- [Any additional steps taken]

We value your feedback and appreciate your patience throughout this process. If you have any further questions or require additional assistance, please do not hesitate to contact us at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]
[Your Title]
[Your Company]