

Letter of Complaint Resolution

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

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

Dear [Recipient Name],

I am writing to express my gratitude regarding the resolution of my recent complaint concerning [briefly describe the complaint]. I appreciate the prompt attention and professionalism displayed by your team in addressing my concerns.

The efforts taken to [mention specific actions taken by the company] have restored my faith in your brand. Thank you for ensuring that my feedback was taken seriously and acted upon swiftly.

I look forward to continuing my relationship with [Company Name] and can confidently recommend your services to others.

Warm regards,

[Your Name]