

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your formal complaint dated [Insert Date of the Complaint]. We appreciate your feedback and take your concerns seriously.

Your complaint is currently under review by our team, and we aim to address your issue promptly and effectively. You can expect a response from us within [Insert Timeframe].

Thank you for bringing this matter to our attention. If you have any further questions or wish to discuss your complaint in detail, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]