

Resolution Proposal for Complaint

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to address your recent complaint regarding [briefly describe the complaint, e.g., "the service received on DATE"]. We take all feedback seriously and strive to provide the best experience for our customers.

After reviewing the details of your complaint, we propose the following resolution:

- [Proposed resolution step 1]
- [Proposed resolution step 2]
- [Proposed resolution step 3]

We believe this proposal not only addresses your concerns but also enhances our service going forward. Please let us know if you find this resolution acceptable or if you would like to discuss it further.

Thank you for bringing this matter to our attention. We appreciate your understanding and patience.

Sincerely,

[Your Name]

[Your position]

[Your Company]

[Your Contact Information]