

Update on Your Complaint Investigation

Dear [Recipient's Name],

We are writing to provide you with an update regarding the investigation of your complaint submitted on [Date of Complaint]. We understand the importance of this matter to you, and we appreciate your patience as we work through our investigation process.

As of today, we have made the following progress:

- Initial review of the complaint has been completed.
- Interviews with relevant parties are currently being conducted.
- Additional documentation has been requested and is being reviewed.

We anticipate that the investigation will be concluded by [Expected Completion Date], and we will provide you with a comprehensive report of our findings at that time.

If you have any questions or require further information in the meantime, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]