

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding my pending complaint submitted on [Date of Submission]. My complaint reference number is [Complaint Reference Number].

As the resolution of this issue is important to me, I would appreciate any information you could provide regarding the current status and anticipated timeline for resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]