

# Complaint Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience. We have received your complaint submitted on [Date of Complaint] and want to assure you that your concerns are important to us.

Our team is currently reviewing your case, and we will work diligently to address the issue you have raised. We aim to provide a resolution as soon as possible, and we appreciate your patience during this process.

If you have any additional information you'd like to provide, please feel free to reply to this email or call us at [Customer Service Phone Number].

Thank you for bringing this matter to our attention. We value your feedback and are committed to improving our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]