

Customer Service Complaint Closure Notification

Dear [Customer Name],

We hope this message finds you well. We would like to inform you that we have reviewed and addressed your recent complaint regarding [brief description of the complaint].

After careful consideration, we are pleased to inform you that we have taken the necessary steps to resolve the issue. The complaint has been formally closed as of [closure date].

If you have any further questions or require additional assistance, please do not hesitate to reach out to us at [contact information]. We appreciate your feedback and thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]