

Follow-Up on Your Recent Complaint

Dear [Customer Name],

We hope this message finds you well. We are following up regarding your recent complaint submitted on [Date of Complaint]. We appreciate you bringing this matter to our attention.

Our team has been reviewing your concerns, and we are committed to resolving the issue as quickly as possible. [Briefly outline any steps taken or resolutions offered].

If you have any further questions or require additional assistance, please do not hesitate to reach out to us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]