

Acknowledgment of Complaint Resolution

Dear [Customer Name],

Thank you for bringing your concerns to our attention. We are writing to acknowledge that we have received your complaint regarding [specific issue] on [date].

We appreciate your patience as we worked to resolve this matter. After a thorough review, we are pleased to inform you that we have taken the following actions to address your concerns:

- Action 1: [Description of the action taken]
- Action 2: [Description of the action taken]
- Action 3: [Description of the action taken]

We value your feedback and are committed to improving our services. Should you have any further questions or require assistance, please do not hesitate to reach out.

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]