

# Confirmation of Complaint Resolution

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the resolution of your recent complaint regarding [brief description of the complaint]. After thoroughly investigating the matter, we have taken the following actions:

- [Action 1]
- [Action 2]
- [Any further details]

We believe that these actions satisfactorily address your concerns. Should you have any further questions or require additional assistance, please do not hesitate to contact us at [contact information].

Thank you for bringing this matter to our attention. We value your feedback and appreciate your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]