

Dear [Recipient's Name],

We are writing to provide you with a final update regarding the resolution of your complaint filed on [Date of Complaint]. We appreciate your patience during this process.

After thorough investigation and review, we have taken the following steps:

- [Step 1: Description]
- [Step 2: Description]
- [Step 3: Description]

We are pleased to inform you that [Resolution Outcome], and we hope this addresses your concerns satisfactorily.

Should you have any further questions or need additional assistance, please do not hesitate to contact us at [Contact Information].

Thank you for bringing this matter to our attention and for your understanding throughout the resolution process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]