

# Follow-Up on Your Recent Complaint

Dear [Customer's Name],

We hope this message finds you well. We would like to take a moment to follow up regarding your recent complaint about [briefly mention the issue]. We appreciate your patience as we worked to resolve this matter.

We are pleased to inform you that the issue has been successfully resolved. [Briefly explain the resolution, if applicable]. Your satisfaction is our top priority, and we sincerely hope that this resolution meets your expectations.

If you have any further questions or if there is anything else we can assist you with, please do not hesitate to reach out to us at [contact information].

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

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