

Complaint Resolution Notification

Dear [Recipient's Name],

We are writing to inform you that we have received your complaint regarding [brief description of the complaint] dated [date of complaint].

After a thorough investigation, we have taken the necessary steps to address your concerns. We are pleased to inform you that the matter has been resolved to our satisfaction.

The actions taken include:

- [Action 1]
- [Action 2]
- [Action 3]

We appreciate your patience while we worked to resolve this issue. If you have any further concerns or questions, please do not hesitate to contact us at [contact information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]