

Complaint Acknowledgment

Date: [Insert Date]

Dear [Client's Name],

Thank you for reaching out to us regarding your recent experience. We sincerely apologize for any inconvenience caused and appreciate you bringing this matter to our attention.

Your complaint is important to us, and we have initiated an investigation into the issue you reported. We are committed to resolving this matter as swiftly and effectively as possible.

If you have any additional information or further concerns, please do not hesitate to contact us at [Insert Contact Information]. We value your feedback and will keep you updated on the progress of your complaint.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]