

Acknowledgment of Complaint Resolution

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service Name]. We appreciate your feedback and want to assure you that we take your concerns seriously.

We have investigated your complaint and have taken the necessary steps to address the issue. [Briefly explain the resolution action taken].

Your satisfaction is important to us, and we hope that this resolution meets your needs. If you have any further questions or require additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding and for giving us the opportunity to resolve this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]