

Confirmation of Complaint Resolution

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent complaint about [brief description of the issue]. We appreciate your patience as we investigated your concerns.

This letter serves to confirm the steps we have taken to resolve your complaint:

1. Received your complaint on [insert date].
2. Conducted a thorough investigation involving [details of investigation steps].
3. Implemented corrective action by [describe actions taken].
4. Communicated with all parties involved to ensure clarity and resolution.

We understand the inconvenience this issue may have caused and value your feedback. Please let us know if there is anything else we can assist you with.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]