

Customer Complaint Receipt

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Contact Number: [Insert Contact Number]

Complaint Details:

Complaint ID: [Insert Complaint ID]

Description: [Insert Description of Complaint]

Next Steps:

Your complaint has been received and is being reviewed. We aim to respond within [Insert Timeframe].

Contact Us:

If you have any questions, please contact us at [Insert Contact Information].

Thank you for reaching out to us.

Sincerely,

[Company Name]

[Company Address]