

# Customer Complaint Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience with our product/service. We acknowledge receipt of your complaint regarding [brief description of the issue].

Our team is currently reviewing your concerns and we aim to resolve this matter as quickly as possible. You can expect a follow-up from us within [insert time frame].

We appreciate your feedback as it plays a crucial role in helping us improve our services.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]