

Acknowledgment of Legal Complaint

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We acknowledge receipt of your legal complaint dated [Insert Date]. Your concerns are important to us, and we are in the process of reviewing the details of your complaint.

Please be advised that we will respond to your complaint within [Insert Time Frame]. If you have any additional information or documentation that you believe may aid in our review, please do not hesitate to contact us.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]