

Consumer Protection Claim Receipt Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm receipt of your consumer protection claim, submitted on [Date of Submission]. Your claim reference number is [Claim Reference Number].

We appreciate you bringing this matter to our attention and assure you that we are working diligently to investigate your claim. Our team will contact you within [specified timeframe] to provide you with an update on the status.

If you have any questions or require further assistance, please do not hesitate to reach out to us via email at [Contact Email] or by phone at [Contact Phone Number].

Thank you for your patience as we address your concerns.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]