

# Customer Complaint Resolution Update

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service]. We value your feedback and take all complaints seriously.

We have reviewed your complaint regarding [briefly describe the issue] and have taken the following steps to address it:

- [Action taken 1]
- [Action taken 2]
- [Any additional actions if necessary]

As a resolution, we would like to offer you [describe compensation, if applicable], which we hope will enhance your experience with us.

We appreciate your patience while we worked on resolving this matter. Your satisfaction is important to us, and we are committed to ensuring a positive experience moving forward.

If you have any further questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]