

Service Complaint Follow-Up

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous complaint regarding [brief description of the service issue] that I submitted on [insert date of original complaint].

As a valued customer, I appreciate your commitment to resolving issues, and I would like to know the status of my complaint. It is important for me to understand how this matter is being addressed and to ensure a timely resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]