

Customer Complaint Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service]. We acknowledge receipt of your complaint submitted on [Date].

We value your feedback and are currently investigating the matter to provide you with a resolution as soon as possible. Your satisfaction is our priority.

We will follow up with you by [Follow-up Date] with an update. If you have any questions in the meantime, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]