

Confirmation of Follow-Up Appointment

Dear [Customer Name],

Thank you for reaching out to us regarding your recent complaint. We value your feedback and are committed to resolving your issue.

We would like to confirm your follow-up appointment as follows:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Appointment Location]

Please feel free to contact us if you have any further questions or concerns before your appointment.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]