

Customer Complaint Resolution Status Update

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience. We value your feedback and want to keep you informed about the status of your complaint.

As of today, we have completed our investigation into your complaint about [brief description of the issue]. Our team has identified the following actions that have been taken:

- [Action taken 1]
- [Action taken 2]
- [Action taken 3]

We are currently in the process of [describe any ongoing actions or pending resolutions]. We estimate that this will be resolved by [provide estimated time frame if applicable].

If you have any further questions or need additional assistance, please do not hesitate to reach out to us at [contact information]. Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]