

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Follow-Up on Complaint Resolution

Dear [Recipient's Name],

I am writing to follow up on my recent complaint submitted on [Date of Complaint] concerning [brief description of complaint]. I appreciate your prompt response and the initial efforts made to resolve the issue.

However, I would like to inquire about the current status of my complaint and any further actions that may be taken to ensure a satisfactory resolution. Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]