

Formal Complaint Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inquire about the resolution status of my complaint submitted on [Insert Complaint Date]. The details of my complaint pertain to [Briefly describe the nature of the complaint].

As per your company policy, I understand that a response should be provided within [Specify Timeframe]. However, I have yet to receive any updates regarding the resolution process. I would appreciate it if you could provide me with information pertaining to the status of my complaint and the expected timeline for a resolution.

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

Sincerely,

[Your Name]