

Inquiry for Complaint Resolution Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my complaint submitted on [Insert Date of Complaint], regarding [Brief Description of the Complaint].

It has been [Insert Time Duration] since my initial submission, and I would appreciate any updates regarding the resolution process.

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

Sincerely,

[Your Name]