

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an update regarding the status of my complaint filed on [date of complaint]. The reference number for my complaint is [complaint number].

As I have not yet received a response or resolution, I would appreciate any information you could provide regarding the progress or timeline for addressing this matter.

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

Sincerely,  
[Your Name]