

Complaint Closure Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to inform you that your complaint filed on [Insert Date of Complaint], regarding [Brief Description of the Complaint], has been reviewed and addressed.

After our investigation, we have determined that [Brief Summary of Findings and Actions Taken]. As a result, we consider this matter closed.

If you have any further questions or require additional information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name] [Your Job Title] [Company Name]