

# Complaint Outcome Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the outcome of your recent complaint submitted on [Insert Complaint Submission Date]. After a thorough investigation, we have concluded that [summarize the findings of the investigation].

As a result of our investigation, we have determined that [explain the outcome, e.g., whether the complaint was upheld or not, along with any actions taken or recommended].

We appreciate your bringing this matter to our attention, and we take all complaints seriously. If you have any further questions or need additional information, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]