

Complaint Resolution Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resolution Summary for Complaint #[Complaint Number]

Complaint Details

Complaint Description: [Brief description of the complaint]

Date of Original Complaint: [Insert Date]

Resolution Steps

- [Step 1: Describe the action taken]
- [Step 2: Describe the follow-up or investigation]
- [Step 3: Describe the outcome]

Final Outcome

[Summarize the resolution and any further actions needed]

Customer Feedback

[Include any feedback from the complainant regarding the resolution]

Contact Information

If you have any further questions, please contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]