

Complaint Response Acknowledgment

Date: [Insert Date]

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

To: [Complainant's Name]
[Complainant's Address]
[City, State, Zip Code]

Dear [Complainant's Name],

We acknowledge receipt of your complaint regarding [brief description of the issue] received on [insert date of receipt]. Your feedback is important to us, and we appreciate you bringing this matter to our attention.

We are currently reviewing your complaint and will take the necessary steps to address your concerns. You can expect a formal response from us within [insert timeframe for response].

If you have any further questions or additional information to share, please feel free to contact us at [insert contact information].

Thank you for your patience while we investigate this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]