

Customer Complaint Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service Name]. We acknowledge receipt of your complaint dated [Insert Complaint Date] and appreciate your feedback.

We take your concerns seriously and want to assure you that we are currently investigating the matter. Our team will work diligently to resolve your issue as quick as possible. We aim to provide a solution within [Insert Time Frame] and will keep you updated throughout the process.

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

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]