

Corrective Action Notification

Date: [Insert Date]

To: [Complainant's Name]

[Complainant's Address]

Dear [Complainant's Name],

We are writing to formally address the complaint you submitted on [insert complaint date] regarding [brief description of the issue]. We appreciate your bringing this matter to our attention and would like to inform you of the corrective actions we have implemented.

After a thorough investigation, we have identified the root cause of the issue as [describe the root cause]. In response, we have taken the following steps to ensure that this does not happen again in the future:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

We value your feedback and are committed to providing a better experience. Should you have any further questions or concerns, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]