

Customer Complaint Acknowledgment

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience with our services. We sincerely appreciate your feedback and want to assure you that we take your concerns seriously.

Your complaint regarding [brief description of the issue] has been noted and is currently under review. We are committed to resolving this matter promptly and will keep you updated on our progress.

If you have any further information or questions in the meantime, please feel free to contact us at [Contact Information].

Thank you for your understanding and patience during this process.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]