

Service Complaint Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience. We acknowledge the receipt of your complaint concerning [brief description of the issue].

Please rest assured that we take such matters seriously and will investigate the situation promptly. Our team is committed to providing you with a resolution as soon as possible.

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

We appreciate your patience and understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]