

Service Complaint Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Email: [Insert Customer Email]

Phone: [Insert Customer Phone Number]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience with our service. We want to assure you that your complaint has been received, and we are currently reviewing the details you provided.

Your feedback is important to us as it helps improve our services. We aim to resolve your issue as swiftly as possible. A member of our customer service team will contact you within [insert time frame] to provide you with an update.

We appreciate your patience and understanding in this matter. If you have any additional information that you would like to share, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]