

Service Complaint Resolution Confirmation

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent service experience. We appreciate your feedback and take your concerns seriously.

We are pleased to inform you that your complaint has been reviewed, and we have taken the necessary steps to address your concerns. Specifically, we have: [Detail the steps taken to resolve the issue].

We hope that this resolution meets your expectations and restores your confidence in our services. Should you have any further questions or require additional support, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]