

Customer Complaint Receipt Confirmation

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us. We have received your complaint regarding [brief description of the complaint] submitted on [submission date]. We value your feedback and take your concerns seriously.

Your complaint is important to us, and our team will review the details you provided. We aim to resolve this matter promptly and will get back to you with an update within [insert time frame].

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

Thank you for your patience and understanding.

Sincerely,

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email]