

Customer Complaint Receipt

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us. We have received your complaint regarding [briefly describe the issue]. Your feedback is important to us, and we are committed to resolving this issue promptly.

Your complaint was registered under the following reference number: [Insert Reference Number].

Resolution Timeline:

- Initial Review: [Insert Date - within 3 days]
- Investigation Duration: [Insert Duration - up to 7 days]
- Resolution Notification: [Insert Date - estimated completion]

Our team is working diligently to address your concern. You can expect an update from us by [Insert Date].

If you have any further questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]