

# Complaint Response Acknowledgment

Date: [Insert Date]

Dear [Complainant's Name],

We would like to acknowledge receipt of your complaint submitted on [Insert Date of Complaint]. We take your concerns seriously and appreciate you taking the time to bring this matter to our attention.

Your complaint is currently under review, and we aim to address it promptly and thoroughly. We will keep you updated on the status of your complaint and provide you with a response within [Insert Time Frame].

If you have any further questions or require additional information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]