

Customer Complaint Acknowledgment

Date: [Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent experience. We acknowledge receipt of your complaint received on [Complaint Date], and we sincerely apologize for any inconvenience this may have caused.

Your feedback is important to us and is being reviewed by our customer service team. We are committed to resolving this issue promptly and will keep you updated on the progress.

If you have any further questions or require additional assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]