

Complaint Confirmation

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We acknowledge the receipt of your complaint regarding [brief description of the complaint]. This letter is to confirm that we have received your complaint on [date of receipt].

We take all complaints seriously and are currently investigating the matter. Our team will reach out to you within [number of days] business days with further details and a resolution plan.

We appreciate your patience and understanding in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]