

Complaint Resolution Communication

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service]. We value your feedback and take concerns like yours seriously.

After thoroughly reviewing your complaint, we have taken the following steps to resolve the issue:

- [Step 1: Describe what has been done to resolve the issue]
- [Step 2: Describe any further actions to be taken]
- [Step 3: Indicate any compensation, if applicable]

We apologize for any inconvenience this may have caused and appreciate your understanding as we worked to rectify the situation. Your satisfaction is our priority, and we hope these measures meet your expectations.

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]