

# Customer Complaint Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us. We acknowledge receipt of your complaint regarding [brief description of the issue]. Your feedback is very important to us.

We are currently investigating the matter and will get back to you with an update by [insert timeframe]. We appreciate your patience as we work to resolve this issue.

If you have any further questions or concerns, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]