

# Letter of Recognition of Client Complaints

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for reaching out to us regarding your concerns. We want to assure you that your feedback is valuable to us and we take your complaints seriously.

We recognize the issues you have experienced, specifically [briefly describe the complaints]. We appreciate you bringing this to our attention and we are committed to addressing these concerns.

Our team is currently investigating these matters and we will keep you updated on our progress. Your satisfaction is important to us, and we aim to ensure that you have a positive experience with our services.

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

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]