

Acknowledgment of Your Complaint

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us. We have received your complaint regarding [brief description of the complaint]. We take such matters seriously and will investigate this situation promptly.

Our team is currently reviewing your case, and we aim to respond to you within [insert time frame]. Should you have any further questions or additional information to share, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]