

Confirmation of Complaint Receipt

Date: [Insert Date]

To: [Complainant's Name]

[Complainant's Address]

Dear [Complainant's Name],

We acknowledge the receipt of your complaint regarding [brief description of the complaint] submitted on [date of submission].

Your complaint has been assigned a reference number: [Reference Number] for tracking purposes.

We take such matters seriously and will begin our investigation promptly. You can expect to hear from us within [insert timeframe] regarding the progress of your complaint.

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

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]