

# Confirmation of Your Submitted Complaint

Dear [Name],

Thank you for reaching out to us. We have received your complaint regarding [brief description of the complaint] submitted on [date].

Your complaint reference number is: [Reference Number]. Please keep this number for your records.

We take all complaints seriously and will investigate the matter promptly. You can expect a follow-up from us within [time frame].

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

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]