

Formal Acknowledgment of Your Complaint

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your complaint dated [Insert Date of Complaint] regarding [briefly state the nature of the complaint]. We take such matters seriously and appreciate that you brought this issue to our attention.

Your complaint is currently being reviewed, and we will conduct a thorough investigation to address the concerns you have raised. We aim to respond to you within [insert reasonable time frame, e.g., 14 days].

Thank you for your patience and understanding in this matter. If you have any further questions or wish to provide additional information, please feel free to contact us at [insert contact information].

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Company Name]