

Notice of Complaint Receipt

Date: [Insert Date]

[Your Name]

[Your Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

[Complainant's Name]

[Complainant's Address]

[City, State, Zip Code]

Dear [Complainant's Name],

We have received your complaint regarding [brief description of complaint] on [date of complaint receipt]. Your concerns are important to us, and we are committed to addressing them promptly.

Our team is currently reviewing the details of your complaint, and we will notify you of any developments or action taken within [insert timeframe].

Thank you for bringing this matter to our attention. If you have further questions or additional information to provide, please feel free to contact us at [insert contact information].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company/Organization Name]