

Recognition of Received Complaint

Date: [Insert Date]

To: [Complainant's Name]

[Complainant's Address]

Dear [Complainant's Name],

We would like to acknowledge the receipt of your complaint that was submitted on [Date of Submission]. We understand the concerns you have raised and assure you that we take such matters seriously.

Your feedback is important to us, and we are in the process of reviewing your complaint. Our team will investigate the matter thoroughly, and we aim to resolve it as soon as possible.

Should you have any further information or questions, please do not hesitate to reach out to us at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]