

Receipt Acknowledgment of Complaint

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to acknowledge receipt of your complaint dated [Insert Date of Complaint]. We appreciate you bringing this matter to our attention.

Your complaint will be reviewed thoroughly and we aim to resolve the issue as quickly as possible. Our team will contact you within [insert timeframe] to provide further updates.

If you have any additional information to share, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]