

Legal Department Response

Subject: Formal Acknowledgement of Legal Complaint - Case Reference [Number]

Dear [Complainant Name/Legal Representative],

This letter serves as formal acknowledgement of your complaint dated [date] concerning [nature of legal complaint]. We have received all documentation you provided and have assigned this matter case reference number [case number].

Our legal department has conducted a preliminary review of your allegations and supporting documentation. We take all legal matters seriously and are committed to addressing your concerns through appropriate channels.

Based on our initial assessment, we propose the following course of action: [proposed resolution/next steps]. We believe this approach will address the core issues raised in your complaint while ensuring compliance with all applicable laws and regulations.

We have appointed [Attorney Name] from our legal team to handle this matter. All future correspondence should be directed to [contact information]. We anticipate providing a comprehensive response within [timeframe] business days.

Please be advised that this acknowledgement does not constitute an admission of liability or wrongdoing. We remain committed to resolving this matter fairly and expeditiously.

Respectfully,

[Your Name]

[Title]

[Organization Name]

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