

Acknowledgement of customer complaint

Subject: Acknowledgement of Complaint Received

Dear [Customer Name],

This email is to acknowledge receipt of your complaint regarding [issue] dated [date]. We regret the inconvenience caused and want to assure you that your concern has been escalated to the appropriate department.

Our team is currently investigating the matter and will provide a resolution within [timeframe].

Thank you for bringing this to our attention.

Yours sincerely,

[Your Name]

[Customer Service Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/business-acknowledgement-letter-sample>