

Complaint Acknowledgement Letter

Dear [Name],

We have received your complaint [mention the complaint number or details] and would like to acknowledge receipt of the same. We apologize for any inconvenience caused to you and we appreciate you bringing this matter to our attention.

Our team is currently reviewing your complaint and we assure you that we will do our best to resolve the issue as soon as possible. We take all complaints seriously and will work to find a satisfactory resolution.

We will keep you informed of our progress throughout the investigation and you can expect a further response from us within [mention a timeframe]. If you have any further information that you believe would be helpful to us, please do not hesitate to contact us.

Thank you for taking the time to bring this matter to our attention.

Sincerely,

[Your Name]

[Company Name]