

Official Response to Service Complaint Letter

Dear [Customer Name],

We acknowledge receipt of your complaint regarding [service issue]. Our investigation has confirmed [findings].

To resolve this, we are taking the following actions: [detailed steps]. We are committed to improving our services to prevent recurrence.

We thank you for your patience and hope this addresses your concerns.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/response-to-complaint-letter>