

Complaint Acknowledgment Letter Template

Fill in the blank fields below to complete the acknowledgment letter. Once completed, you can print this page directly from your browser.

Company Details:

Company Name:

Address Line 1:

Address Line 2:

Phone:

Email:

Date:

Recipient Details:

Customer Name:

Address Line 1:

Address Line 2:

Reference Number:

Dear ,

Thank you for contacting us. We are writing to formally acknowledge receipt of your complaint received on regarding .

We take all customer concerns very seriously and have initiated a thorough investigation into the matter you have raised. Our team is committed to resolving this issue as quickly and fairly as possible.

We expect to provide you with a formal response or a progress update within . If we require any additional information from you in the meantime, we will contact you.

Should you wish to provide further details or check the status of your complaint, please feel free to reach out to at . Please quote your reference number: when you contact us.

Thank you for your patience and for bringing this matter to our attention.

Sincerely,