

Customer Complaint Acknowledgment Letter Template

Fill out the fields below to customize the letter for printing.

Company Name:

Company Address:

Date:

To:

Dear ,

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

Your complaint has been assigned reference number . We take all customer feedback very seriously, and we are currently investigating the matter thoroughly.

Our team is actively reviewing the details you provided, and we expect to resolve this issue or provide you with a comprehensive update by .

If you have any additional details to provide or have any questions in the meantime, please feel free to contact us at or email us at .

We appreciate your patience and cooperation as we work to resolve this matter to your satisfaction.

Sincerely,