

Complaint acknowledgement letter [delete this title]

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing this letter to you in order to inform you that your complaint has been received. We have carefully reviewed your complaint and apologies you for the inconvenience. Your complaint will be responded back in detail very soon. Please accept our humble gratitude for being our valuable and concerned client/customer and for sending us your feedback.

We assure you that you'll not have to file the same complaint again in future and that your complaint will be resolved soon. Thank you!

Sincerely,

[You're Name]

[Senders Title] -Optional-