

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Initial Complaint Filing - Case No. [Reference Number]

Dear [Recipient Name],

This letter is to formally acknowledge that we have received and filed your initial complaint regarding [Subject of Complaint] on [Date].

Our team has initiated a preliminary review of the documentation provided. Your case has been assigned the following reference number: **[Reference Number]**. Please use this number in all future correspondence.

Current Status: [Under Review / Pending Documentation / Processing]

Next Steps:

The internal investigation process typically takes [Number] business days. We will contact you if additional information or clarification is required to proceed. Once the review is complete, you will receive a formal response regarding our findings and any proposed resolutions.

If you have any questions in the meantime, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]