[Name of Recipient]

[Address of the Recipient]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

This is to confirm that your complaint no [mention Complaint Number] for the slow internet connection has been registered. We are extremely sorry for this inconvenience caused to you as a result of this problem. We will try to resolve your issue within 24 hours.

To know the status of your complaint, feel free to contact our 24/7 customer support. For any details or information, you can also contact me directly via the given below contact details.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]