Complaint or feedback acknowledgement email template

Subject: Feedback Received

Dear [Parent/Student Name],

We acknowledge receipt of your feedback/complaint submitted on [Date]. Your concerns are important to us, and our team will review and respond accordingly.

Thank you for helping us improve.

Sincerely,

[School Administration/Support Team]

Get more templates here:

https://www.lettersandtemplates.com/letters/acknowledgement-letter-for-school