

**COMPLAINT ACKNOWLEDGEMENT SAMPLE LETTER**

(Send this letter if complaint relates to HIPAA or other federal regulation, if any reasonable doubt whether it relates to HIPAA or other federal regulation err on the side of sending the acknowledgement letter.)

ENTITY LETTERHEAD

Date

Recipient's Address

Dear Sir or Madam:

This is to inform you that the [Insert entity name/division] has received your complaint dated \_\_\_\_\_. The process of investigation is currently underway. Thank you for your concern in this matter.

Sincerely,

Name  
Title  
Entity