

Client Grievance Handling Letter

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

City, State, Zip Code: [Insert City, State, Zip]

Dear [Client Name],

Thank you for reaching out to us regarding your concerns. We value your feedback and take all grievances seriously. We would like to assure you that we are committed to resolving your issue promptly.

Grievance Details

Issue Raised: [Insert Details of the Grievance]

Date of Incident: [Insert Date]

Resolution Process

We are currently investigating your grievance and aim to provide you with a response within [Insert Time Frame]. Please know that we are dedicated to a fair resolution.

Contact Information

If you have any further questions or require additional information, please do not hesitate to contact us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

Thank you for your patience and understanding in this matter. We appreciate your business and are committed to meeting your needs.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]