

Complaint Resolution Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Complaint Resolution Regarding Policy Changes

1. Background

On [insert date of initial complaint], I submitted a complaint regarding the changes made to [specific policy or procedure]. The changes implemented have caused [briefly describe the impact of the changes].

2. Summary of Complaint

My main concerns were as follows:

- [Concern 1]
- [Concern 2]
- [Concern 3]

3. Resolution Process

The following steps were taken to address my concerns:

1. [Step 1: Description of the action taken]
2. [Step 2: Description of the action taken]
3. [Step 3: Description of the action taken]

4. Outcome

As a result of the discussions and actions taken, the following resolutions have been agreed upon:

- [Resolution 1]
- [Resolution 2]
- [Resolution 3]

5. Conclusion

I appreciate the effort put forth to resolve my complaint and address the policy changes. I believe that these resolutions will positively impact [describe any expected positive impact].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]