

# Letter of Acknowledgment of Grievance

Date: [Insert Date]

[Your Association Name]

[Your Association Address]

[City, State, Zip Code]

To: [Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

We acknowledge receipt of your grievance submitted on [Insert Date of Grievance Submission] regarding [Brief Description of Grievance]. Your concerns are important to us, and we take such matters seriously.

Our grievance committee will review your case and respond within [Specify Timeframe, e.g., 30 days] as per our association policies. If additional information is required, we will reach out to you directly.

Thank you for bringing this matter to our attention. We appreciate your patience as we work towards a resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Association Name]

[Contact Information]