

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Association Name]

[Association Address]

[City, State, Zip Code]

Subject: Confirmation of Membership Complaint

Dear [Recipient's Name],

We are writing to confirm that we have received your complaint regarding your membership with [Association Name]. Your concerns are important to us, and we assure you that they will be addressed promptly and thoroughly.

Your complaint details:

Complaint ID: [Complaint ID]

Date of Submission: [Submission Date]

Description: [Brief description of the complaint]

Our team will review your complaint and follow up with you within [X days] to discuss further steps. If you have any additional information or questions in the meantime, please do not hesitate to reach out to us at [Association Phone Number] or [Association Email].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]