

Confirmation of Grievance

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We hereby acknowledge the receipt of your grievance submitted on [Insert Submission Date]. Your concerns have been officially recorded and will be reviewed by the committee.

The details of your grievance are as follows:

- **Nature of Grievance:** [Insert Nature]
- **Date of Incident:** [Insert Date]
- **Details:** [Insert Details]

We will conduct a thorough investigation and aim to provide you with a response by [Insert Response Date]. If you have any questions or need to discuss this matter further, please do not hesitate to contact us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Association Contact Information]