

Member Grievance Acknowledgment

Date: [Insert Date]

Member Name: [Insert Member Name]

Member ID: [Insert Member ID]

Address: [Insert Member Address]

Dear [Insert Member Name],

We acknowledge the receipt of your grievance submitted on [Insert Date of Grievance Submission]. We take your concerns seriously and appreciate you bringing this matter to our attention.

Your grievance is currently under review, and we aim to address your concerns promptly. We will keep you updated on the progress and any necessary actions that may be taken to resolve the issue.

If you have any further information to add or wish to discuss this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience as we work to resolve your grievance.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Association Name]

[Insert Association Contact Information]