

Recognition of Member Grievance

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We acknowledge receipt of your grievance submitted on [Insert Date of Grievance Submission]. Your concerns regarding [briefly describe the issue] have been noted and are taken seriously by our association.

We value your membership and are committed to ensuring that all members have their voices heard. Our grievance committee will be reviewing your case and will ensure that a thorough investigation is conducted.

You can expect a response from us by [Insert Expected Resolution Date]. If you have any further information to provide, please do not hesitate to reach out to us.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]