

Member Complaint Resolution Acknowledgment

Date: [Insert Date]

Member Name: [Insert Member Name]

Member ID: [Insert Member ID]

Address: [Insert Member Address]

Dear [Insert Member Name],

Thank you for bringing your concerns to our attention. We have received your complaint regarding [Briefly Describe the Issue] and want to inform you that we are currently reviewing your case.

Your feedback is important to us, and we are committed to ensuring that your concerns are addressed promptly. We will keep you updated on our progress and aim to resolve the issue by [Insert Expected Resolution Date].

If you have any additional information that you believe might assist us, please feel free to reach out to us at [Insert Contact Information].

Thank you for your patience and understanding as we work through this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]