

Member Complaint Resolution Explanation

Date: [Insert Date]

To: [Member Name]

Address: [Member Address]

Dear [Member Name],

Thank you for bringing your concerns to our attention. We take member complaints seriously and are committed to resolving issues promptly and effectively.

After reviewing your complaint regarding [brief description of the complaint], we have conducted a thorough investigation. Our findings are as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

Based on our findings, we have decided to [explain the resolution action]. We believe this solution will address your concerns satisfactorily.

If you have any further questions or require additional assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]