

Grievance Redressal Procedure

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

We acknowledge receipt of your grievance regarding [describe the issue briefly, e.g., maintenance concerns, noise complaints, etc.], submitted on [insert submission date]. Please be assured that we take all grievances seriously and will work diligently to address your concerns.

Grievance Redressal Procedure

1. Initial Review: Your complaint will be reviewed by our management team within [insert number of days] days.
2. Investigation: We may contact you for further clarification or additional details regarding the issue.
3. Resolution: A resolution will be provided to you within [insert number of days] days of the initial review.
4. Follow-Up: We will follow up with you to ensure that the issue has been resolved to your satisfaction.

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

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Contact Information]