

Grievance Response Letter

Date: [Insert Date]

To: [Stakeholder's Name]

[Stakeholder's Address]

Dear [Stakeholder's Name],

Thank you for your letter dated [insert date of grievance]. We appreciate your effort in bringing your concerns to our attention. We have reviewed your grievance regarding [briefly mention the issue] and have conducted a thorough investigation.

Based on our findings, we have determined that [summarize findings]. We acknowledge the impact this has had on you and the community, and we are committed to addressing this issue promptly.

As a resolution, we propose [outline proposed resolution], which we believe will effectively address your concerns. We value your input and are open to further discussions should you have additional suggestions or comments.

Please feel free to reach out to us at [insert contact information] should you require further clarification or wish to schedule a meeting.

Thank you once again for your patience and understanding as we work toward a resolution.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]