

# Stakeholder Complaint Resolution Strategy

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Addressing Your Complaint

## Introduction

Dear [Stakeholder Name],

Thank you for bringing your concerns to our attention. We value your feedback and are committed to addressing your complaint regarding [specific issue].

## Complaint Summary

Your complaint, received on [date of complaint], highlighted the following issues: [briefly summarize the complaint].

## Resolution Strategy

1. Investigation: We will conduct a thorough investigation into your complaint by [describe the process and timeline].
2. Communication: We will keep you informed throughout the process, with updates scheduled on [provide dates].
3. Resolution: Based on our findings, we will propose a resolution by [date], which may include [briefly outline potential solutions].

## Follow-Up

After implementation of the resolution, we will follow-up with you on [date] to ensure that the solution meets your expectations.

## Conclusion

We appreciate your patience and understanding as we work through this matter. Your satisfaction is our priority, and we are dedicated to resolving this issue to your satisfaction.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]