

Stakeholder Satisfaction Follow-up

Date: [Insert Date]

Dear [Stakeholder Name],

We hope this message finds you well. We would like to take a moment to follow up regarding the recent grievance you raised on [insert date of grievance]. We appreciate your patience and cooperation throughout the resolution process.

As part of our commitment to ensuring stakeholder satisfaction, we are keen to know your thoughts on the resolution provided. Please take a moment to share your feedback on the following:

- Were you satisfied with the resolution provided?
- Was the communication clear and timely throughout the process?
- Do you feel your concerns were adequately addressed?
- Any suggestions for improvement?

Your feedback is invaluable to us and will help enhance our processes in the future. Please respond by [insert response date] to ensure your input is considered.

Thank you once again for your understanding and collaboration. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]