

Stakeholder Complaint Acknowledgment

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company/Organization Name]

Subject: Acknowledgment of Complaint

Dear [Stakeholder Name],

Thank you for bringing your concerns to our attention regarding [briefly describe the issue]. We value your feedback and appreciate your input as a stakeholder.

We want to assure you that your complaint is important to us, and we have initiated an internal review process. Our team is committed to addressing your concerns and we will keep you updated on our progress.

If you have any further comments or additional information that could assist us in this process, please feel free to reach out at [contact information].

Thank you for your engagement and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]