

Stakeholder Complaint Acknowledgment

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

Dear [Stakeholder Name],

Thank you for bringing your concerns to our attention regarding [brief description of the complaint]. We value your feedback and are committed to addressing this matter promptly.

Acknowledgment of Your Complaint

Your complaint has been received and is currently under review. We appreciate your patience as we investigate the issue you have raised.

Resolution Steps

1. Step 1: We will conduct a thorough investigation of the complaint.
2. Step 2: We will gather all necessary information from relevant parties.
3. Step 3: We will propose a potential resolution and obtain your feedback.
4. Step 4: A final decision will be communicated to you within [timeframe].

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]