

Acknowledgment of Volunteer Dispute Resolution

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We would like to acknowledge the receipt of your dispute resolution request dated [Insert Date of Request]. We appreciate your commitment to resolving this matter amicably and value your contribution as a volunteer.

We are currently reviewing the details provided and will proceed with the necessary steps to address your concerns. Our team aims to ensure a fair and equitable resolution for all parties involved.

We will keep you informed throughout the process and aim to provide a resolution by [Insert Estimated Resolution Date]. Should you have any further questions or require additional information, please do not hesitate to contact us.

Thank you for your patience and understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]