

# Approval of Grievance Investigation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you that your grievance submitted on [insert date of grievance] has been reviewed and approved for investigation.

The investigation will be conducted by [investigator's name or department], and we aim to ensure a thorough and fair process. You will be notified of any developments and findings as the investigation progresses.

If you have any questions or additional information to provide, please do not hesitate to reach out to me directly.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Organization]