

Notification of Grievance Authorization

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are writing to inform you that your grievance submitted on [Insert Date of Grievance Submission] has been reviewed and authorized for further action. Your concerns have been taken seriously, and we appreciate your diligence in bringing this matter to our attention.

The details of your grievance are as follows:

- Grievance ID: [Insert Grievance ID]
- Description: [Insert Brief Description of Grievance]
- Date of Occurrence: [Insert Date]

Next steps will include [Insert Next Steps or Procedures]. You can expect further communication regarding the outcome by [Insert Expected Date].

Thank you for your cooperation and understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Organization]

[Insert Contact Information]