

Letter of Acknowledgment

Date: [Insert Date]

[Your Name] [Your Position] [Your Company] [Company Address] [City, State, Zip Code]

[Recipient's Name] [Recipient's Position] [Recipient's Company] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge the receipt of your grievance submitted on [Insert Date of Submission]. We take all grievances seriously and will ensure that your concerns are reviewed promptly.

Our team is currently gathering relevant information regarding your grievance, and we will aim to respond to you within [Specify Time Frame]. Your patience during this process is greatly appreciated.

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

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name] [Your Position] [Your Company] [Contact Information]