

Follow-Up on Grievance Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my grievance submitted on [Date of Submission]. I would like to inquire about the current status of my complaint and any progress that has been made in resolving the issues raised.

As a reminder, my grievance pertains to [briefly describe the grievance]. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Contact Information]