

Grievance Acknowledgment

Date: [Insert Date]

Dear [Member's Name],

We acknowledge receipt of your grievance submitted on [Insert Submission Date] regarding the conduct and behavior of a fellow club member. We take such matters seriously and appreciate you bringing this to our attention.

Please be assured that a thorough investigation will be conducted to address your concerns. We will keep you updated on the progress and any actions taken as a result of this grievance.

If you have any further information you would like to provide, please do not hesitate to contact us at [Insert Contact Information]. We value your participation in our club and strive to maintain a respectful and enjoyable environment for all members.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]