

# Social Club Member Grievance Acknowledgment

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Thank you for reaching out to us regarding your recent grievance concerning financial disputes within the club. We value your membership and take your concerns seriously.

This letter is to formally acknowledge the receipt of your grievance submitted on [Insert Submission Date]. We have noted the details you provided regarding the financial discrepancies and are currently reviewing the information.

Please be assured that we are committed to resolving this matter promptly and fairly. Our team will be in contact with you by [Insert Follow-Up Date] to provide an update on our findings and the next steps.

Thank you for your patience and understanding in this matter. If you have any further questions or additional information to share, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]

[Contact Information]