

Grievance Acknowledgment

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We acknowledge receipt of your formal complaint dated [Insert Complaint Date]. We take your concerns very seriously and appreciate you bringing this matter to our attention.

Your grievance has been recorded and is currently under review by our grievance committee. We aim to address your concerns promptly and will keep you updated throughout the process.

Thank you for your patience and understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]

[Contact Information]