

# Social Club Grievance Acknowledgment

Date: [Insert Date]

Member Name: [Insert Member Name]

Address: [Insert Member Address]

Dear [Member Name],

We acknowledge receipt of your grievance concerning the membership dispute dated [Insert Date of Grievance]. Your concerns are important to us, and we take all member grievances seriously.

We have initiated an investigation into the matters raised in your letter. Our goal is to ensure that your concerns are addressed promptly and fairly. We will conduct a review and aim to provide you with a resolution by [Insert Expected Resolution Date].

Thank you for your patience during this process. Should you have any additional information or questions in the meantime, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]

[Social Club Contact Information]