

Social Club Grievance Acknowledgment

Date: [Insert Date]

Dear [Member's Name],

We acknowledge receipt of your grievance concerning [briefly describe the issue]. We understand your concerns and appreciate you bringing this to our attention.

Rest assured, we are currently investigating the matter and will do our best to address your concerns promptly. We aim to resolve the issue by [insert estimated resolution date].

If you have any further information or questions, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]