

# Follow-up on Reseller Grievance

Date: [Insert Date]

To: [Reseller's Name]

From: [Your Company Name]

Subject: Follow-up on Your Grievance Reported on [Insert Date]

Dear [Reseller's Name],

We hope this message finds you well. We are writing to follow up regarding the grievance you raised on [insert date]. We value your partnership and want to ensure that all your concerns are addressed promptly.

As part of our commitment to providing excellent service, we have reviewed your situation and would like to share the following updates:

- **Issue Summary:** [Briefly summarize the grievance]
- **Actions Taken:** [Outline any actions taken to resolve the issue]
- **Next Steps:** [Provide information on what will happen next]

If you have any further questions or require additional support, please do not hesitate to reach out to us at [insert contact information]. We appreciate your patience and understanding as we work together to resolve this matter.

Thank you for being a valued reseller partner.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]