

# Subject: Response to Your Grievance on Illegal Dumping

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your complaint regarding the illegal dumping activities observed in [specific location]. We appreciate your vigilance in bringing this matter to our attention.

After careful review of the situation, we regret to inform you that we are unable to take action on your grievance. [Provide a brief reason, e.g., lack of sufficient evidence, jurisdiction issues, etc.].

We encourage you to continue reporting illegal dumping incidents and to document any future occurrences. Your participation in this process is valuable.

Thank you for your understanding. Please feel free to reach out if you have any further questions.

Sincerely,

[Your Name]  
[Your Position]  
[Organization's Name]