

Grievance Notification Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We acknowledge the receipt of your grievance notification submitted on [Insert Date of Grievance]. Your concerns are important to us, and we assure you that we will address them promptly.

Your grievance reference number is: [Insert Reference Number]. Please use this reference number for any future correspondence regarding this matter.

Our team is currently reviewing your case, and you can expect to hear back from us within [Insert Time Frame]. If you have any immediate questions or additional information to share, please feel free to contact us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]