

Response to Grievance

Dear [Partner's Name],

Thank you for bringing your concerns to our attention regarding [specific issue]. We value our partnership and take your feedback seriously.

We understand that [briefly outline the grievance] has caused frustration. We sincerely apologize for any inconvenience this may have caused.

To address this issue, we propose [outline proposed solution or action]. We are committed to resolving this matter promptly and effectively.

Please feel free to reach out if you have further questions or require additional information. We appreciate your understanding and look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]