

# Receipt Confirmation for Your Grievance

Date: [Insert Date]

Dear [Grievant's Name],

Thank you for reaching out to us regarding your grievance. We appreciate your patience during this process.

This letter is to confirm the receipt of your grievance submitted on [Insert Date of Submission]. Your grievance has been logged under the reference number: [Insert Reference Number].

Our team will review your grievance thoroughly and will get back to you within [Insert Timeframe]. If you have any further information you would like to add, please do not hesitate to contact us.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]