

# Letter of Assurance for Handling Your Grievance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge the receipt of your grievance dated [Insert Date of Grievance]. We take all concerns seriously and are committed to addressing your issues promptly and thoroughly.

This letter serves to assure you that your grievance is being reviewed by our dedicated team. We understand the importance of resolving matters efficiently, and we are here to assist you through the process.

Please know that we aim to provide a comprehensive response within [time frame]. Should you have additional information or queries in the meantime, do not hesitate to contact us at [Contact Information].

Thank you for bringing this matter to our attention. We appreciate your patience as we work towards a resolution.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]