

# Grievance Confirmation Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your grievance submitted on [Insert Date]. Your concerns are important to us, and we take them seriously.

Please be assured that we will investigate the matter thoroughly and respond to you as soon as possible. If you have any additional information to provide, feel free to reach out to us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]