

# Notification of Grievance Submission

Dear [Recipient's Name],

This letter is to formally notify you that we have received your grievance submission dated [Date of Submission].

Your concerns are important to us and will be reviewed thoroughly. You can expect to receive a response within [Time Frame] as we assess the details provided.

Thank you for bringing this matter to our attention. Should you have any further questions, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]