

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Grievance

We are writing to formally acknowledge the receipt of your grievance submitted on [Insert date of grievance submission]. We take such matters seriously and want to assure you that your concerns are being addressed.

Your grievance regarding [briefly mention the grievance issue] has been logged in our system for further investigation. We appreciate you bringing this matter to our attention.

You can expect to hear back from us regarding the next steps in the grievance process within [insert timeframe]. Should you have any questions in the meantime, please feel free to reach out to us at [insert contact information].

Thank you for your patience and for bringing this to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]