

Thank You for Your Grievance Submission

Dear [Name],

Thank you for taking the time to submit your grievance regarding [brief description of the issue]. We appreciate your feedback and want to assure you that your concerns are being taken seriously.

Your submission has been logged and will be reviewed by our team. We strive to address all grievances promptly and thoroughly. Should we require any further information, we will reach out to you directly.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]