

Dear [Resident's Name],

Thank you for your letter dated [Date of Resident's Letter] regarding your concerns about [briefly summarize the grievance]. We appreciate your feedback and the opportunity to address your concerns.

After careful review and discussion among the board members, we would like to respond to your grievance as follows:

- **Concern 1:** [State the concern and the board's response]
- **Concern 2:** [State the concern and the board's response]
- **Concern 3:** [State the concern and the board's response]

We understand the impact these issues may have had on your experience as a resident. Please be assured that we are committed to improving our community and ensuring that all residents feel heard and valued.

If you have any further questions or would like to discuss this matter in more detail, please feel free to reach out to us directly at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Title]
[Community or Board Name]