

Grievance Acknowledgment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We have received your grievance submitted on [Insert Submission Date]. We want to acknowledge the receipt of your complaint regarding [brief description of the grievance].

Our board takes all grievances seriously and will commence an investigation promptly. You can expect to receive a follow-up communication regarding the next steps by [Insert Follow-up Date].

If you have any further questions or wish to provide additional information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]