

Resolution Follow-Up on Board Grievances

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Organization: [Recipient Organization]

Dear [Recipient Name],

We are writing to follow up on the grievances submitted to the board regarding [briefly describe the grievances]. As we aim to ensure transparency and address any concerns, we would like to provide you with an update on the actions taken and their outcomes.

Status of Grievances

- **Grievance 1:** [Description] - [Status]
- **Grievance 2:** [Description] - [Status]
- **Grievance 3:** [Description] - [Status]

We appreciate your patience as we work through these issues and are committed to ensuring a satisfactory resolution. Should you have any further questions or need additional assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]