

Grievance Acknowledgement Letter

Dear [Recipient],

We would like to express our sincere apologies for any inconvenience caused to you. We understand that you have raised a grievance regarding [the issue]. We want to assure you that we take all complaints seriously and are committed to addressing them promptly and fairly.

We have received your complaint and have begun an investigation to understand the situation better. We assure you that we will do everything in our power to resolve the issue to your satisfaction.

Please be assured that we value your business and appreciate your decision to bring this matter to our attention. We are taking the necessary steps to ensure that such issues do not arise in the future.

Once again, we apologize for any inconvenience caused, and we appreciate your patience while we investigate the matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company]