

Preliminary Grievance Acknowledgement Email

Subject: Receipt of Your Grievance

Dear [Employee/Customer Name],

This is to confirm that we have received your grievance submitted on [date]. At this stage, we are conducting an initial review to better understand the details of your concern.

Please note that the review process may require gathering additional information or documentation from relevant parties. We will keep you updated on the progress and inform you of the next steps within [timeframe].

Thank you for bringing this matter to our attention. We value your voice and will treat this with fairness and urgency.

Best regards,

[Your Name]

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