

Casual Grievance Acknowledgement Message

Subject: Got Your Complaint â€” Working on It

Hi [First Name],

Thanks for reaching out and letting us know about the issue youâ€™re experiencing. I just wanted to let you know that weâ€™ve received your grievance and our team is looking into it right away.

Weâ€™ll keep you posted with updates, and you can expect to hear from us within the next few days. In the meantime, if you think of anything else we should know, feel free to reply to this message.

Appreciate your patience as we sort this out!

Cheers,

[Your Name]

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