Quick Grievance Acknowledgement Email



Dear [First Name],

Just a quick note to confirm we've received your grievance and logged it in our system. Our team will begin reviewing it right away and get back to you shortly.

Thanks for letting us know â€" we'II update you soon.

Regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/grievance-response-and-acknowledgement-letter