

Initial response pending detailed investigation

Subject: Preliminary Response to Your Grievance

Dear [Recipient Name],

Thank you for bringing your grievance to our attention on [Date]. We have begun reviewing the details and will conduct a thorough investigation.

A full resolution will be communicated within [Time Frame]. In the meantime, please feel free to provide any additional information that may assist in our review.

Best regards,

[Your Name]

[Position/Department]

[Organization]

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