Template - Complaint Notification Letter: Not Properly Lodged

Date

Name
Mailing Address
City & Province Postal Code
Email

Dear Comrade (Last Name),

This letter is to acknowledge receipt of your complaint lodged against Comrade (First & Last Name), dated (Date of Complaint) received in the branch office on (Date of Received Complaint).

As required under the General By-Laws the complaint received by the Branch Secretary, was referred to the Branch President who reviewed the complaint. As Branch President, your complaint has been deemed not properly lodged due to (include reasoning e.g. lapsed timeline, filing fee not included, not a member in good standing, etc.).

Please find enclosed the return of your $100 filing fee.

No further action will take place and this complaint is considered closed.

Sincerely,

Branch President Name
Branch # (Name of Branch)