RESPONSE TO PRIMARY LEVEL COMPLAINT

(Date)

(Name of Grievant)

(Address of Grievant)

Dear ,

Having considered the complaint we discussed in the Primary Hearing on

(date), I have decided on the following response:

*[Note: When preparing the response, include only one of the following sentences.]*

For the following reasons, I am unable to provide the remedy you seek:

I will take the following action(s) to grant the remedy you seek for your complaint:

Although I am unable to provide the full remedy you seek for your complaint, I will take the following action(s) to provide a partial remedy:

*(Signature of Hearing Officer)*