



Tanzania Community-Managed Forests Certified Group

Group Manager: +255 (0)23 201 3093 or tzfmc-group-manager@mpingoconservation.org

English Translation Reference Copy

11/10/2008

<name>
<address>

GCT/KFO/<membership no.>/<year>/<index no.>

Re: Receipt of Complaint <Group Name>

We would like to inform you that we have received your complaint dated <date>.

We have appointed as the inspector to investigate the matter. In a due course we will inform you of the outcome of the investigation.

Please note that you might be required to attend a hearing or answering some question as a part of investigation if necessary.

Sincerely,

<Group Manager Name>
<Position>