**Hello Admin Team,**

A new **grievance** has been submitted by a user on **Secure Estate**.

**Submission Details:**

* Name: [Client Name]
* Email: [Client Email]
* Phone: [Client Phone]
* Grievance Subject: [Subject / Brief Description]
* Message / Details: [User Message]
* Submission Date & Time: [DD/MM/YYYY – HH:MM]

**Next Steps:**

* Review the grievance immediately.
* Contact the user if further clarification is required.
* Assign to the relevant team member for investigation and resolution.
* Verify resolution and update the status to ensure the grievance is closed satisfactorily.

Timely resolution is critical to maintain **client trust and satisfaction**.

Regards,  
**Secure Estate System Notification**