Dear WMPF Compliance

**Re: IDRP Stage One**

We have today accepted an application for an IDRP Stage One from <insert name of member> who is/was employed by <insert name of employer>.

The complaint refers to <detail of complaint> and a copy of their form is attached.

The officer dealing with this matter is <insert name> and their contact details are <insert details>.

We will investigate this matter and revert with our findings within the 2 month deadline.

Yours etc.