Dear WMPF Compliance

**Re: IDRP Stage One**

Further to our email dated <insert date> in which we notified you of a Stage One complaint received from <insert name of member>, this complaint has now been resolved within the required time frame.

The outcome of the investigation was <insert outcome> and a copy of our decision notice is attached.

We anticipate/do not anticipate there to be an appeal of this decision.

Yours etc.