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| **Feedback receipt** | | | |
| [Insert logo here] | Feedback number (for sensitive topics, volunteer name + a number): | | Date: |
| Location: | Name community member (not mandatory): | |
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| Staff/volunteer who received feedback: | contact details (not mandatory): | |
|
| This receipt confirms that [fill in name of National Society] has received your feedback. We will try to respond in [fill in hours] hours. You can contact us here [fill in location/method], during the following times [day-day, time-time] if you have more questions or haven't heard from us. | | | |
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