# Request for Feedback – Whistleblowing Concern

## Purpose of this Template

This template is used to formally request feedback on the status or outcome of a previously submitted whistleblowing concern. It provides a polite yet firm reminder of the organisation’s obligation to acknowledge and act upon protected disclosures.

## Instructions

• Use this only after submitting your initial concern and allowing 10–14 business days for internal processing.

• Keep your tone professional, concise, and reference dates clearly.

• Adapt the placeholders and retain a personal copy for recordkeeping.

## [Your Name and Job Title]

[Insert your full name and current job title here]

## [Date]

[Insert today’s date here]

## To: [Recipient of Original Concern or Relevant Compliance Contact]

Subject: Request for Feedback – Whistleblowing Concern Dated [Insert Original Submission Date]

## Message Body

Dear [Recipient Name],

I am writing to respectfully request an update regarding the whistleblowing concern I submitted on [insert date]. The concern pertained to the following matter:

- [Briefly state the subject of the concern – e.g., onboarding misconduct, falsified AML records, policy breach, workplace retaliation, etc.]

I raised this concern in good faith under the protections afforded by the EU Whistleblower Directive and/or the UK Public Interest Disclosure Act 1998, and I trust it has been taken seriously.

## Request for Status

As of today, I have not received confirmation of the status, outcome, or next steps related to the matter. I would be grateful for a written update indicating:

- Whether the concern has been assessed or investigated,

- Whether any interim action has been taken, and

- Whether further input from me is required.

## Reminder of Confidentiality and Good Faith

This request is made with the intent of supporting a lawful, ethical, and risk-aware culture within the organisation. I continue to request that my identity remain protected and that any response be treated as confidential.

## Closing

I look forward to your response within a reasonable timeframe and remain available to assist further as required.

Kind regards,

[Your Name]

[Your Secure Contact Email or Phone]

[Your Signature if submitting in hard copy]