

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[BGA Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Grievance Regarding [Brief Description of the Issue]

Dear [Recipient Name],

I am writing to formally address my grievance regarding [specific issue or incident] that occurred on [date of incident].

[Briefly describe the background of the situation, including any relevant details that led to the grievance.]

Despite my attempts to resolve this matter informally through [any previous communication or steps taken], I believe that my concerns have not been adequately addressed.

I request that this grievance be reviewed and investigated, and that appropriate measures be taken to rectify the situation. I would appreciate a prompt response to my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]