

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Grievance Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my grievance regarding [briefly describe the issue, e.g., harassment, unfair treatment, etc.], which I have experienced since [mention duration or specific date].

Details of the grievance:

- [Describe the incident or issue in detail]
- [Include any relevant dates, names of individuals involved, and any witnesses if applicable]
- [Explain how the situation has impacted you personally and/or professionally]

I believe that this situation has not only affected my [mention any specific area: work performance, mental health, etc.] but also goes against the values and policies of [Company/Organization Name].

I kindly request that you take the necessary steps to address this issue and facilitate a resolution. I am open to discussing this matter further and finding a suitable solution.

Thank you for your attention to this grievance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Employee ID, if applicable]