

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

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

Dear [Recipient Name],

Subject: Formal Grievance Regarding [Briefly State the Issue]

I hope this message finds you well. I am writing to formally file a grievance regarding [briefly explain the issue, including relevant details such as dates, times, and any individuals involved].

[Provide a detailed description of the issue, outlining any specific incidents and their impact on you or your work.]

I believe this situation warrants immediate attention due to [explain why the grievance is significant and what you hope to achieve].

I kindly request that you address this matter at your earliest convenience. I appreciate your attention to this grievance and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]
[Your Department (if applicable)]