

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

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

Dear [Recipient's Name],

Subject: Formal Grievance Submission

I am writing to formally file a grievance regarding [briefly state the issue or situation].

[Explain the situation in detail, including dates, names, and any relevant information that supports your grievance.]

I believe this matter requires immediate attention due to [mention the impact of the issue on you or others].

As a resolution, I would like to request [state what you are seeking as a resolution].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]