

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

[Recipient's Name]
[Title]

[Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Grievance Regarding [Specific Issue]

I am writing to formally address a grievance regarding [briefly describe the issue, e.g., unfair treatment, inadequate medical care, poor living conditions, etc.]. This issue has persisted since [mention when the issue began], and despite attempts to resolve it informally, I feel that it is necessary to escalate my concerns.

[Provide a detailed explanation of the grievance, including specific incidents, dates, and any witnesses if applicable. Be clear and concise.]

I understand that the facility has procedures in place for addressing grievances, and I would like to request a formal review of my concerns. I believe that addressing this issue is crucial for maintaining a safe and supportive environment for all residents.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your ID Number, if applicable]

[Your Signature, if sending a hard copy]