

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

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

Dear [Recipient's Name],

Subject: Formal Grievance Letter

I am writing to formally file a grievance regarding [briefly describe the issue]. This matter has caused me [explain how it has affected you, e.g., emotional distress, financial loss, etc.].

On [date], [brief description of the incident or situation]. Despite my efforts to resolve this matter through [mention any previous attempts to address the issue], I have not received a satisfactory response.

I believe this situation is contrary to [cite any relevant policies, laws, or ethical standards if applicable]. I would like to request [specific resolution you are seeking].

Please find attached [any relevant documents, evidence, or supporting materials]. I hope we can resolve this issue promptly and amicably.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Attachment: Documents, if any]