

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

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

Dear [Recipient's Name],

I am writing to formally express my grievance regarding [briefly describe the issue]. This matter has caused me [explain the impact on you, e.g., stress, financial loss, etc.], and I believe it is crucial to address it promptly.

The specifics of my grievance are as follows:

1. [Detail the first point of your grievance]
2. [Detail the second point of your grievance]
3. [Continue with additional points as necessary]

I have attempted to resolve this issue by [describe any previous efforts made to resolve the issue, such as conversations or meetings], but unfortunately, [explain why these efforts were insufficient].

I kindly request that you [state the resolution you seek, e.g., a meeting, compensation, a policy review, etc.]. I believe that resolving this issue in a timely manner will benefit both parties and restore my confidence in [Company/Organization Name].

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

Sincerely,
[Your Name]