

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

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

Dear [Recipient Name],

I am writing to formally express my grievance regarding [briefly state the issue] that occurred on [date of incident].

[Provide a detailed description of the issue, including any relevant background information and specific examples.]

I believe this situation has affected [explain how it has impacted you or others].

I would appreciate it if you could [state what resolution you are seeking].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]