

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

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

Dear [Recipient's Name],

I am writing to formally express my grievance regarding [briefly state the issue, e.g., harassment, discrimination, policy violation]. This matter has caused me [explain the impact of the issue briefly, e.g., stress, discomfort, or other consequences].

Details of the situation are as follows:

- ****Date and Time of Incident****: [Insert date and time]
- ****Location****: [Insert location]
- ****Description of the Issue****: [Provide a detailed description of the incident(s), including individuals involved and any relevant context.]
- ****Previous Attempts to Resolve****: [Mention any steps you have taken to address the issue, e.g., talking to a supervisor, reporting to HR.]

I believe this situation violates [refer to any applicable policies, codes of conduct, or laws]. I am requesting [state what resolution you are seeking, e.g., an investigation, a meeting, corrective action].

I hope to resolve this matter amicably and expect a response within [time frame, e.g., two weeks]. Thank you for your attention to this serious issue.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]