

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

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

Dear [Recipient's Name],

I am writing to formally lodge a grievance regarding [briefly state the issue, e.g., a workplace conflict, unfair treatment, etc.]. This matter has been a source of concern for me since [date when the issue began]. [Provide a detailed description of the situation, including specific incidents, dates, and any individuals involved. Be factual and concise.] I have attempted to resolve this issue by [mention any previous attempts to address the problem, such as discussions with a supervisor, mediation, etc.], but unfortunately, these efforts have not led to a satisfactory resolution.

I believe this situation is detrimental to [mention any impacts on your work, mental well-being, etc.], and I am requesting that the matter be addressed promptly. I would appreciate it if we could arrange a meeting to discuss this further.

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

Sincerely,

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