

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Grievance Complaint

I am writing to formally express my grievance regarding [briefly state the issue, e.g., the service I received, the product I purchased, etc.]. On [date of incident], [describe the situation in detail, including what happened, who was involved, and any attempts you made to resolve the issue].

Despite my efforts to [mention any previous communications or resolutions sought], I have not seen any resolution to this matter. This has caused me [explain any inconvenience or negative impact the issue has had on you].

I request that [state what resolution you are seeking, e.g., a refund, an apology, corrective action, etc.]. I believe this is a fair request considering the circumstances.

I would appreciate a prompt response to this complaint, as I hope we can resolve this matter amicably. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Account Number or Order Number, if applicable]