

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

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

Dear [Recipient's Name],
Subject: Grievance Letter

I am writing to formally express my grievance regarding [briefly explain the issue]. This issue has caused [describe the impact on you].
The details of my grievance are as follows:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

I have made attempts to resolve this issue by [mention any previous communication or actions taken]. Unfortunately, those attempts have not been successful.

I request that you address this matter promptly and look forward to your response. Thank you for your attention to this issue.

Sincerely,
[Your Name]