

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding [briefly state the issue, e.g., workplace harassment, discrimination, etc.]. My concerns relate to [provide context and details about the situation, including dates, specific incidents, and individuals involved].

Despite my attempts to [explain any actions you have taken to resolve the issue, such as speaking to a supervisor or HR], the situation has not improved. I believe that this matter needs to be addressed as it [describe the impact of the issue on you and your work environment].

I kindly request that this issue be investigated and that appropriate action be taken to resolve it promptly. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]