

[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],

Subject: Grievance Resolution - [Brief Description of the Issue]

I am writing to formally address my grievance regarding [describe the issue briefly].

I have attempted to resolve this matter through [briefly explain any previous attempts to resolve the issue]. However, I believe further action is necessary to achieve a satisfactory resolution.

The details of my grievance are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I respectfully request that [state your desired resolution]. I believe this resolution is fair and reasonable based on the circumstances.

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

Sincerely,

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