

[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 raise a grievance regarding [briefly state the issue, e.g., workplace conditions, treatment by a colleague, etc.].

I believe this matter has arisen due to [provide a brief explanation of the events or circumstances]. This situation has caused me [describe the impact on you, e.g., stress, reduced productivity, etc.], and I feel it is important to address it as soon as possible.

I have attempted to resolve this issue by [mention any prior conversations or actions taken], but unfortunately, it remains unresolved. I would appreciate your attention to this matter and the opportunity to discuss it further.

I am hopeful for a resolution that is fair and beneficial for all parties involved. Thank you for taking the time to consider my grievance. Please let me know a suitable time for us to meet.

Sincerely,

[Your Name]  
[Your Job Title]