

[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],

I am writing to formally lodge a grievance regarding [brief description of the issue]. This issue has been affecting me since [mention when the issue started], and I believe it is important to address it promptly.

[Provide a detailed description of the grievance, including specific instances, any relevant documentation, and how it has impacted you.]

I have attempted to resolve this matter by [mention any steps you've taken to address the issue], but unfortunately, [explain the outcome of those attempts].

I kindly request that you look into this matter and provide a resolution.

I am hopeful that we can work together to find a satisfactory outcome.

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

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Employee ID/Reference Number, if applicable]