

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

[Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Notice of Grievance

I am writing to formally address a grievance regarding [briefly state the issue, e.g., "unfair treatment in the workplace," "harassment," "unsafe working conditions," etc.].

Details of the grievance:

- Date of occurrence: [insert date]
- Description: [provide a detailed account of the issue, including any relevant facts, witnesses, and previous attempts to resolve the situation]
- Impact: [explain how this issue has affected you or your work]

I believe it is important to bring this matter to your attention to seek an effective resolution. I kindly request that you address this issue promptly and investigate the circumstances mentioned above.

I appreciate your understanding and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title (if applicable)]