

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally raise a grievance regarding [briefly outline the issue, e.g., a workplace incident, policy disagreement, etc.]. This matter has not only affected my [mention any personal or professional impact], but has also [explain broader implications, if applicable].

The details of my grievance are as follows:

1. [Detail 1: Describe the specific issue with dates, individuals involved, and any relevant context.]
2. [Detail 2: Provide additional information that supports your grievance.]
3. [Detail 3: Include any efforts you've made to resolve the issue prior to this letter.]

I believe it is important to address this matter promptly and fairly. I kindly request a meeting to discuss this grievance and explore possible resolutions.

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

Sincerely,

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