

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

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

Dear [Recipient Name],

I am writing to formally express my grievance regarding [briefly state the issue or incident]. This matter has caused me [describe any effects or consequences it has had on you].

[Provide details about the incident, including dates, times, and any relevant background information. Be clear and concise, but provide enough detail to support your grievance.]

Despite my attempts to resolve this matter informally by [mention any previous actions taken], I have been unable to reach a satisfactory resolution. Therefore, I feel compelled to submit this formal grievance. I would appreciate it if you could take the time to address this situation. I am hopeful for a resolution that [state what outcome you are seeking].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if relevant)]
[Your Employee ID (if relevant)]