

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization/Department Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Grievance Submission Regarding OEC Matter

I am writing to formally address a grievance concerning [briefly explain the issue, e.g., "the recent decision made by the OEC regarding..."] that I believe requires your attention.

[Provide a detailed description of the grievance. Include specific details such as dates, actions taken, and the impact of the situation on you or others. Be concise but thorough.]

I have attempted to resolve this issue through [mention any previous attempts to resolve the issue, e.g., "discussions with relevant parties, submitting a request for reconsideration, etc."], but unfortunately, the situation remains unresolved.

I kindly request that you review this matter and provide feedback or a resolution. I believe that addressing this grievance will lead to a better understanding and improvement of [mention any relevant processes or policies].

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

Sincerely,

[Your Name]  
[Your Job Title (if applicable)]  
[Your Organization (if applicable)]