

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

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

Dear [Recipient's Name],

Subject: Grievance Regarding [Issue/Title of Grievance]

I am writing to formally lodge a grievance concerning [briefly describe the issue] that occurred on [date] at [location/context]. Despite my efforts to resolve this matter informally, I feel it is necessary to bring it to your attention in this manner.

[Provide a detailed account of the situation, including any relevant facts, figures, or correspondence. Be specific about what happened, who was involved, and how it has affected you.]

I believe this matter warrants immediate attention because [explain why this issue is serious]. I kindly request that you investigate this situation and provide feedback on the steps that will be taken to address my grievance.

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

Sincerely,

[Your Name]

[Your Position/Relationship to the Company, if applicable]