

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

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

Subject: Grievance Submission

Dear [Recipient Name],

I am writing to formally submit a grievance regarding [briefly describe the issue]. This matter has caused [explain the impact], and I believe it requires immediate attention.

Details of the grievance:

- **\*\*Date of Incident:\*\*** [insert date]
- **\*\*Location:\*\*** [insert location]
- **\*\*Involved Parties:\*\*** [list individuals involved]
- **\*\*Description of the Issue:\*\*** [provide a detailed description]

I kindly request [state the resolution you seek], and I hope to receive a response by [insert a deadline, if applicable].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]