

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient Name/Title]

XJail

[Facility Address]
[City, State, Zip Code]

Subject: Grievance Letter

Dear [Recipient Name/Title],

I am writing to formally file a grievance regarding [briefly state the issue, e.g., conditions, treatment, or incident] that I have experienced/observed at XJail.

Details of the Grievance:

- ****Date of Incident:**** [insert date]
- ****Location:**** [specific location within the facility]
- ****Description:**** [Provide a detailed account of the incident or issue, including any relevant names, dates, and specifics.]

I have attempted to resolve this matter informally by [state any actions taken, e.g., speaking to a staff member, submitting a request], but have not received a satisfactory response.

I kindly request that the administration investigate this matter promptly and take appropriate action to address my concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Inmate ID Number]