

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the recent decision made on [insert specific decision or issue], which I believe warrants further review and reconsideration.

[Provide a brief description of the issue, including any relevant details, dates, and individuals involved. Explain why you believe the decision is unfair or unjust.]

Based on [mention any policies, procedures, or precedents that support your position], I respectfully request that this matter be reevaluated. I believe that [provide justification for your request].

Thank you for taking the time to consider my grievance. I look forward to your response and hope we can resolve this matter amicably.

Sincerely,

[Your Name]