

Grievance Redressal Letter

Date: [Insert Date]

To,

[Contractor's Name]

[Contractor's Address]

Subject: Grievance Redressal for Contractor Dispute

Dear [Contractor's Name],

I am writing to formally address a grievance regarding our ongoing contract, reference number [Insert Contract Number], dated [Insert Contract Date].

The issues of concern include:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These matters have led to [explain the impact of the disputes, e.g., project delays, financial issues, etc.]. I believe it is crucial for us to address these concerns promptly to maintain a positive working relationship.

I request your immediate attention to resolve these issues and propose a meeting at your earliest convenience to discuss potential solutions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]