

Grievance Redressal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Grievance Redressal Request

Dear [Customer Service Manager/Relevant Person's Name],

I am writing to formally lodge a grievance regarding the customer service I received on [date of service]. Despite my attempts to resolve the issue through your customer service channels, I am dissatisfied with the outcome and feel it necessary to escalate my concern.

The specific issue I encountered was [briefly describe the issue]. I expected [describe your expectation] but unfortunately, [describe what actually happened]. This has caused me [explain the impact of the issue on you].

I kindly request that you look into this matter and provide a resolution at your earliest convenience. I believe that [mention what you seek as resolution, e.g., refund, replacement, etc.].

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

Sincerely,

[Your Name]