

# Club Grievance Letter

Date: [Insert Date]

To: [Club Committee/Manager's Name]

Address: [Club Address]

## **Subject: Grievance Regarding Event Dispute**

Dear [Club Committee/Manager's Name],

I hope this message finds you well. I am writing to formally address a grievance regarding an issue that occurred during the [Name of Event] held on [Date of Event].

Details of the Dispute:

- **Nature of the Issue:** [Briefly describe the grievance]
- **Impact:** [Explain how it affected you or others]
- **Relevant Details:** [Include any specific details, such as witnesses or occurrences]

In light of this, I respectfully request a review of the circumstances surrounding this event and consideration for [suggested resolution or outcome].

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

Sincerely,

[Your Name]

[Your Club Member ID]

[Your Contact Information]