

# Grievance Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Union Representative's Name]

[Union's Name]

[Union's Address]

[City, State, Zip Code]

Dear [Union Representative's Name],

I am writing to formally submit a grievance regarding [briefly describe the issue]. This situation has affected [describe how it has affected you or your work].

Details of the grievance are as follows:

- **Date of Incident:** [Insert Date]
- **Description of Incident:** [Provide detailed description]
- **Witnesses (if any):** [List witnesses]
- **Previous Actions Taken:** [Describe any previous steps taken to resolve the issue]

I am requesting that the union look into this matter and assist in resolving this issue in a timely manner. I believe that this grievance is valid and deserves attention.

Thank you for your consideration.

Sincerely,

[Your Name]