

Grievance Redressal Procedure

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., "the lack of adequate sanitation facilities in our community"].

Details of the Grievance:

- **Name:** [Your Name]
- **Address:** [Your Address]
- **Contact Number:** [Your Contact Number]
- **Description of the Grievance:** [Detailed description of the issue faced]
- **Date of Incident:** [Date]

I kindly request a formal acknowledgment of this grievance and a clear outline of the steps that will be taken to address this issue. I would appreciate a response within [insert time frame, e.g., "two weeks"].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Position/Title (if applicable)]