

# Grievance Redressal Letter Template

Date: \_\_\_\_\_

To,

The Grievance Redressal Committee,  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Grievance Redressal Request

Dear Committee Members,

I, [Your Name], a volunteer at [Organization Name] since [Start Date], am writing to formally submit a grievance regarding [brief description of the issue].

Details of the grievance are as follows:

- **Nature of the grievance:** [Detailed description of the issue]
- **Location:** [Location of the incident]
- **Date of occurrence:** [Date]
- **People involved:** [Names or roles of individuals involved]

I believe this issue has not been resolved through informal discussions, and therefore, I am requesting an official review.

I appreciate your attention to this matter and look forward to a prompt response.

Thank you.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Volunteer Position]