

Grievance Letter for Contract Violations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding a violation of the contract I entered into with [Company Name] on [Contract Start Date]. My account number is [Account Number].

According to the terms outlined in our contract, I am entitled to [briefly describe specific rights or benefits according to the contract, e.g., specific data limits, pricing, service quality, etc.]. However, I have experienced [describe the specific issues, e.g., unexpected charges, lack of service, etc.]. This has resulted in [describe how the violations have affected you, e.g., financial loss, inconvenience, etc.].

I have made several attempts to resolve this issue through [insert any attempts you've made, e.g., customer service calls, emails], but unfortunately, the matter remains unresolved. Therefore, I kindly request a prompt investigation and resolution to my grievance.

Please let me know how you plan to address this issue, as well as a timeline for resolution. I appreciate your immediate attention to this matter and look forward to your reply.

Thank you for your cooperation.

Sincerely,

[Your Name]