

Grievance Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my grievance regarding the inadequate service I received on [insert date] at [insert location or service details]. Despite my expectations based on your company's reputation, my experience was far from satisfactory.

[Describe the specific issues you faced, including details about the service, any staff interactions, and the impact on you. Be clear and concise.]

I believe that as a customer, I deserve a level of service that reflects your company's standards. Therefore, I kindly request that you address this matter and provide a resolution that is fair and appropriate.

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

Sincerely,
[Your Name]