

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the repeated failures of repair services provided by [Company Name] associated with [describe the specific repair issue, e.g., "my heating system"] at my residence. Despite multiple visits from your service team, the issue has not been resolved as promised.

On [list dates of service appointments], technicians visited my home and attempted repairs, but unfortunately, the problem persists. Each time, I was assured that the issue would be resolved, but to this day, I continue to experience [briefly explain the ongoing issue]. This has caused me significant inconvenience and disruption.

I respectfully request a thorough review of my case and the opportunity for a qualified technician to address this matter effectively. I would appreciate your prompt attention to this grievance as I believe it is in both our interests to resolve it amicably.

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

Sincerely,

[Your Name]