

Grievance Letter

Your Name

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

Recipient Name

Company Name
Company Address
City, State, Zip Code

Subject: Grievance Regarding Non-Fulfillment of Service Contract

Dear [Recipient Name],

I am writing to formally express my grievance regarding the non-fulfillment of the service contract dated [Insert Contract Date] between myself and [Company Name]. According to the terms outlined in the contract, I was to receive [briefly describe the services promised], but to date, I have not received these services.

Despite my previous attempts to resolve this issue by [mention any prior communication attempts, e.g., emails, calls], I have not seen any action taken to address this matter. This has caused me significant inconvenience and dissatisfaction.

I kindly request that you take immediate action to fulfill the obligations outlined in our contract. If this issue is not resolved within [insert timeframe], I will have no choice but to explore further actions to seek resolution.

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

Sincerely,

[Your Name]