

Grievance Letter

Your Name

Your Address

City, State, Zip Code

Your Email

Your Phone Number

Date

Recipient's Name

Real Estate Agency Name

Agency Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the services I received from your agency in relation to [specific property or service]. Despite my expectations, I encountered several issues that require your immediate attention.

Firstly, [describe the specific issue]. This has caused [explain the impact it had on you].

Additionally, [mention any other issues or concerns]. I believe that as a customer, I deserve to have these concerns addressed in a timely and professional manner.

I would appreciate your prompt attention to these matters and look forward to your response. Please let me know how you plan to address these issues so that we can reach a satisfactory resolution.

Thank you for your attention to this matter.

Sincerely,
[Your Name]