

# Letter of Grievance

Date: [Insert Date]

To,

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Grievances Regarding Printing Job Outcome**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my grievances regarding the recent printing job that was completed on [insert date]. Unfortunately, the outcome did not meet the expectations as previously discussed.

Specifically, I am concerned about the following issues:

- Inaccurate color reproduction
- Poor print quality (blurry images, visible lines)
- Wrong dimensions of the final product

This has caused significant inconvenience and disappointment, as it does not align with our initial agreement. I would appreciate it if we could arrange a meeting to discuss this matter further and find a suitable resolution.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]