

Grievance Regarding Policy Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally raise a grievance regarding a policy error that has adversely affected me. The specific issue pertains to [describe the policy error in detail, including dates and relevant information].

This situation has caused [describe the impact it has had on you, emotionally or financially], and I believe it is crucial to address this matter promptly.

I request a thorough review of this policy error and seek a resolution that is fair and just. I appreciate your attention to this issue and hope to hear from you soon regarding the next steps.

Thank you for your consideration.

Sincerely,

[Your Name]