

# Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the lack of attention I received during my scheduled appointment on [Insert Date]. Despite being on time, I was not attended to until [Insert Time], which caused significant inconvenience.

I believe it is essential for your organization to respect the scheduled appointments of your clients, as it reflects your commitment to providing quality service. This experience has left me feeling undervalued as a customer, and I hope you will take steps to address this issue.

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

Sincerely,

[Your Name]