

Grievance Letter

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievances regarding the conduct of your security company, [Security Company Name], in relation to [specific incident or issue, e.g., "the surveillance service provided at my residence on [date]"].

On [specific date], I experienced [describe the incident and how it impacted you]. I found the response from your security personnel to be [describe the attitude, response time, and any other relevant details]. This experience has raised serious concerns regarding the professionalism and reliability of your services.

I believe it is important for us to address this matter promptly. I kindly request a thorough investigation into this incident and a written response outlining the actions that will be taken to ensure it does not happen again.

Thank you for your attention to this matter. I hope to resolve this issue amicably and look forward to your prompt reply.

Sincerely,
[Your Name]