

Grievance Letter Concerning Overdue Maintenance Tasks

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the overdue maintenance tasks that have not been addressed in my unit/area [specify location]. Despite multiple requests and reminders, the following issues remain unresolved:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

The delay in addressing these maintenance tasks has caused [explain the impact, e.g., safety concerns, discomfort, etc.]. I kindly request immediate action to rectify these issues and would appreciate a timeline for when I can expect them to be resolved.

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

Sincerely,

[Your Name]