

Grievance Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my grievance regarding the alterations made to our initial agreement dated [Insert Initial Agreement Date].

As per our original agreement, [briefly summarize the key points of the initial agreement]. However, I have recently noticed that [describe the changes that have been made and how they differ from the original agreement].

These changes have resulted in [explain how the alterations have affected you or your business]. I believe that these modifications to our agreement are unjustified and not in alignment with what we initially discussed.

I kindly request that we address this issue promptly, and I would appreciate a meeting to discuss this matter further. I am hopeful that we can reach a resolution that honors our initial agreement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]