

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 inconsistent service timings I have experienced with [Company/Organization Name]. Over the past [duration], I have noticed significant fluctuations in the scheduled service hours, which have caused inconvenience and disruption.

On several occasions, I have planned my commitments around the promised service timings, only to find that [specific details about the inconsistency you faced]. This has not only affected my schedule but also caused additional stress as I am unable to rely on your services.

I kindly request that you look into this matter urgently and provide clarification on the service timings. Consistent service is crucial for customer satisfaction, and I hope to see an improvement soon.

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

Sincerely,

[Your Name]