

Letter of Grievance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the promotional materials produced by [Company/Organization Name]. Upon reviewing the materials distributed on [insert date], I found several instances of content that I believe to be offensive and inappropriate.

Specifically, [describe the offensive content, providing details]. This type of material does not align with the values of inclusivity and respect that I believe your organization stands for, and it has caused significant discomfort among [mention relevant group or community].

I urge you to reconsider the messaging used in your promotional efforts and take steps to ensure that future materials reflect a more respectful and considerate approach. Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]