

Formal Grievance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding [briefly explain the issue], which occurred on [date of incident]. Despite my previous attempts to resolve this matter informally through [mention previous meetings, communications, etc.], I have yet to receive a satisfactory resolution.

This issue has caused [explain the impact of the issue, such as emotional distress, financial loss, or disruption to your work]. I believe it is essential that this matter be addressed swiftly to prevent further escalation.

I kindly request a formal investigation into this matter and a prompt response detailing the steps that will be taken to resolve this issue. I hope to receive a response within [specify a reasonable time frame, e.g., 7 days] to facilitate a swift resolution.

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

Sincerely,

[Your Name]

[Your Position, if applicable]