

# Formal Grievance Authorization Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding the formal grievance I am filing against [Company/Organization Name].

This authorization grants [Authorized Person's Name] the full right to represent me in all matters pertaining to this grievance, including submitting documents, attending meetings, and receiving necessary communications.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]