

# Grievance Authorization Request

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 request authorization to file a grievance regarding [briefly state the issue or reason for grievance].

I believe that this matter requires urgent attention and would appreciate your prompt authorization to proceed. Attached are the relevant documents that support my request.

Thank you for your consideration. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Position, if applicable]