

Grievance Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

Subject: Grievance Resolution

I am writing to formally address a grievance regarding [briefly describe the issue] that occurred on [date of incident]. This situation has caused [describe the impact of the issue], and I believe it is important to bring it to your attention for resolution.

Details of the grievance:

- **Date of Incident:** [Insert Date]
- **Description of the Issue:** [Brief Description]
- **Desired Outcome:** [What you hope to achieve]

I appreciate the services provided by [Organization Name] and the commitment to quality care. I trust that you will address this matter promptly and consider the necessary steps to resolve this issue.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]