

# Grievance Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the poor performance of the service provided by [Company's Name]. On [specific date], I experienced [describe the issue or incident], which did not meet the standards that were promised.

Despite my attempts to resolve this matter by [mention any prior communication or attempts to rectify the issue], I have not received the satisfactory response or service I expected.

I request that you address this issue promptly. I look forward to your response and a resolution to my concerns. Thank you for your attention to this matter.

Sincerely,

[Your Name]