

Grievance Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the outcome of my grievance case submitted on [date of original grievance]. After careful consideration, I believe that the decision made does not accurately reflect the facts of the situation.

In my original grievance, I stated that [briefly summarize the grievance]. Despite the thorough investigation, I feel that [explain the shortcomings of the grievance outcome]. I would like to request a reconsideration of the findings based on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

I appreciate the efforts taken by the committee to address my concerns, however, I believe there are critical aspects that warrant further attention. I kindly ask for a meeting to discuss this appeal at your earliest convenience.

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

Sincerely,

[Your Name]