

# Grievance Feedback Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request feedback regarding the grievance I submitted on [insert submission date], regarding [briefly describe the nature of the grievance].

Understanding the status of my grievance is important to me, and I would appreciate it if you could provide updates or any relevant information regarding the review process. Your feedback is invaluable in helping me understand how my concerns are being addressed.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]