

Grievance Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding a persistent issue that I have been experiencing at [Company/Organization Name], specifically relating to [describe the issue briefly]. Despite my previous attempts to resolve this matter through [mention any previous communications or meetings], the problem remains unaddressed.

[Explain the issue in detail: how long it has been ongoing, any relevant dates, and the impact it has had on you or your work.]

As a dedicated member of [Company/Organization Name], I believe it is essential to address this issue promptly to ensure a productive work environment. I kindly request a meeting to discuss this matter further and explore possible solutions.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]