

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a sustained grievance regarding [insert details of the grievance]. Since [insert date or time frame], I have experienced [briefly describe the issue] which has led to [explain effects on you or your work environment].

Despite previous discussions on this matter, including [mention any previous communications, meetings, or resolutions attempted], the situation remains unresolved. I believe it is imperative to revisit this issue as it continues to affect [mention how it impacts work, productivity, or well-being].

I respectfully request that you take immediate action to address this grievance. I hope we can work together towards a satisfactory resolution. Please let me know a convenient time for us to meet and discuss this matter further.

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

Sincerely,

[Your Name]