

Service Termination Grievance

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 termination of my service with [Company's Name] on [Termination Date]. I was informed about this decision on [Date of Notification], and I would like to address the reasons given for this termination.

According to the communication I received, the reasons cited for the termination included [List the reasons mentioned]. However, I believe these reasons are not valid because [Provide your reasoning or counterarguments].

I would like to request a review of this decision as I believe that it was reached without full consideration of the facts surrounding my situation. I have been a loyal customer/client for [Duration of Service], and I believe I deserve an opportunity to discuss this matter further.

Please let me know a suitable time for a meeting or discussion. I look forward to your prompt response so that we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]