

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally appeal the decision made regarding my grievance submitted on [date of initial grievance], in which I raised concerns about [briefly describe the unfair treatment]. Despite my efforts to outline the issue, I feel that my situation has not been addressed justly.

On [mention any date or event], [explain the unfair treatment in detail]. This experience has greatly impacted my [mention impact, e.g., work environment, mental well-being, etc.]. I believe that the actions taken against me were unwarranted and not in line with the company's policies.

In light of this, I kindly request a thorough review of my case, and I would appreciate the opportunity for a meeting to discuss my concerns in further detail. I am hopeful for your understanding and fairness in this matter.

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

Sincerely,
[Your Name]