

Request for Informal Grievance Discussion

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an informal discussion regarding a concern that has been affecting my work environment. I believe it would be beneficial for us to have a conversation to address these issues constructively.

Would you be available for a brief meeting at your convenience? I appreciate your support in helping to resolve this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]