

Grievance Letter Regarding Rental Equipment Condition

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievances regarding the condition of the rental equipment I received from your company on [rental date]. Upon inspection and initial use, I have noticed several issues that have rendered the equipment unsatisfactory for its intended purpose.

The specific issues include:

- [Issue 1 - Description]
- [Issue 2 - Description]
- [Issue 3 - Description]

These problems have not only hindered our operations but have also resulted in [mention any related consequences, such as delays, financial loss, etc.]. Given the circumstances, I kindly request that you address this matter promptly by either providing a replacement or offering a suitable resolution.

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

Sincerely,

[Your Name]