

Grievance Letter for Support Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a grievance regarding the support services I have received from [Company/Organization Name].

Details of my grievance are as follows:

- Date of Incident: [Insert Date]
- Description of the Issue: [Briefly describe the problem]
- Actions Taken: [Describe any actions you've taken to resolve the issue]

I believe that this situation warrants immediate attention. I am requesting [specific action you would like to see, such as a resolution, refund, or a policy change].

I look forward to your prompt response in addressing my grievance. Thank you for your attention to this matter.

Sincerely,

[Your Name]