

Retail Grievance Settlement Proposal

Date: [Insert Date]

To: [Retail Store Name] [Retail Store Address] [City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally address a grievance I encountered during my recent experience at your store on [Insert Date of Incident]. The issue involved [briefly describe the grievance]. Despite my attempt to resolve the matter with your staff at that time, I feel that it remains unaddressed.

To settle this situation amicably, I propose the following resolution: [outline your proposed settlement, e.g., a refund, exchange, store credit, etc.]. I believe this solution would be fair and satisfactory for both parties.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name] [Your Address] [City, State, Zip Code] [Your Phone Number] [Your Email Address]