

Grievance Claim Letter

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally lodge a grievance related to discrimination I have experienced at [Company/Organization Name]. I believe that my treatment at work has been unfair and discriminatory based on [specific grounds such as race, gender, age, disability, etc.].

Details of the incident:

- Date of incident: [Insert date]
- Location of incident: [Insert location]
- Names of any witnesses: [Insert names]
- Description of the incident: [Provide details of what occurred]

This incident has negatively impacted my [mental well-being, job performance, etc.], and I am requesting a thorough investigation into this matter. I would appreciate it if appropriate measures can be taken to address this issue and prevent future occurrences.

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

Sincerely,

[Your Name]