

# Follow-Up on Grievance Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To [Recipient Name],

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my grievance submission dated [Insert Submission Date]. As I have not yet received a response, I would like to inquire about the status of my grievance.

As a brief reminder, my grievance pertains to [Briefly describe the grievance]. I appreciate your attention to this matter and am eager to understand the steps being taken towards resolution.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]