

# Grievance 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 express my grievance regarding discriminatory practices that I have experienced at [Company/Organization Name]. On [specific date(s)], I encountered [describe specific incidents or behaviors that you believe were discriminatory, including details about the context and any witnesses].

These actions have had a significant impact on my [describe how this has affected you, e.g., emotional well-being, work performance, etc.]. I believe that these practices are in violation of [relevant company policies or laws].

I am requesting that an investigation be conducted into these matters, and that appropriate action be taken to address this discrimination. I would appreciate a response to this grievance by [provide a specific date].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]