

Formal Grievance Letter

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

[Date]

[Recipient's Name]
[Public Official's Title]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding [describe the issue, e.g., misconduct, negligence, etc.] that involved your office and occurred on [specific date or time period]. I believe this matter is significant and requires your immediate attention.

[Provide a detailed account of the grievance, including any relevant information, incidents, and supporting evidence].

As a concerned citizen, I am requesting that you investigate this issue thoroughly and take appropriate action to address my concerns. I believe that public officials should maintain a standard of ethics and accountability, and I trust that you will uphold these values.

Thank you for your attention to this matter.

Sincerely,
[Your Name]