

Formal Grievance Letter

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Recipient's Name: [Recipient's Name]

Recipient's Title: [Recipient's Title]

Company/Organization Name: [Company/Organization Name]

Company Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally lodge a grievance regarding the [specific equipment] that has been consistently malfunctioning since [insert date of first incident]. Despite my numerous attempts to address this issue informally, the equipment remains inoperable and is affecting my ability to [explain how it affects your work].

I believe it is essential for the company to address this matter promptly, as it not only impacts my productivity but may also be detrimental to overall operational efficiency. I request a thorough investigation into this issue and a timely resolution.

I appreciate your attention to this matter and hope to hear back from you soon regarding the next steps.

Thank you for your cooperation.

Sincerely,

[Your Name]