

Formal Grievance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a grievance regarding the delayed payment that was due to me on [specific date]. As per our agreement, the payment of [amount] was expected to be processed by this date, but I have yet to receive it.

Despite my previous attempts to resolve this situation, including [mention any previous communications or attempts], the issue remains unresolved. The delay in payment has caused significant inconvenience, and I find this situation unacceptable.

I kindly request that you take immediate action to resolve this matter by processing the payment at your earliest convenience. Additionally, I would appreciate a response outlining your plan to ensure that such delays do not occur in the future.

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

Sincerely,

[Your Name]