

# Formal Grievance Submission

Date: [Insert Date]

To: [Board/Committee Name]

[Organization/Institution Name]

[Organization Address]

Dear Members of the Board,

I am writing to formally submit my grievance regarding [briefly state the issue, e.g., "unfair treatment in the workplace"]. I believe that this matter warrants your attention due to [explain the reason briefly, e.g., "its impact on my work environment and overall morale"].

The details of my grievance are as follows:

- **Issue:** [Detailed description of the issue]
- **Date of occurrence:** [Insert date]
- **Individuals involved:** [List names if applicable]
- **Previous attempts to resolve:** [Briefly mention any prior discussions or steps taken]

I respectfully request the board to look into this matter and assist in finding a resolution. I am hopeful for a fair hearing and would appreciate the opportunity to discuss this issue further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]