

Grievance Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Board Name]

[Board Address]

[City, State, ZIP Code]

Dear [Board Members/Specific Name],

I am writing to formally request clarification regarding my previously submitted grievance (Reference Number: [Insert Reference Number]) dated [Insert Date of Grievance]. I believe that additional details would be beneficial in understanding the board's stance on the matter.

Specifically, I would like to know the following:

1. [Specific Question 1]
2. [Specific Question 2]
3. [Specific Question 3]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]