

Grievance Meeting Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Board Member's Name]

[Board's Name]

[Board's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

I am writing to formally request a grievance meeting with the board regarding [briefly describe the issue]. I believe that discussing this matter directly will be beneficial in reaching an understanding and resolution.

My preferred dates for the meeting are [insert available dates], but I am open to other arrangements that may suit the board's schedule.

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

Sincerely,

[Your Name]