

# Formal Grievance Letter

[Sender's Name]

[Sender's Designation]

[Sender's Department]

Date of Letter: Month DD, YYYY

[Recipient's Name]

Department of Human Resources,

Dear Sir / Madam,

[Paragraph 1] – This should be short and mentioning the issue.

[Paragraph 2] – Detail out the incidents leading to the complaint in a concise manner

[Paragraph 3] – Suggest an acceptable solution as well as if you would like anyone to accompany you to the grievance redressal meeting.

Best Regards