**LETTER TEMPLATE  
FORMAL COMPLAINT LETTER**

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_,

I write this letter to seek your help in solving a situation that I am facing at work. It is a problem that is generating some worry and that I have not been able to solve without bringing it to your notice. I hope you will help me in solving, so that we can work with the problem as soon as possible

(Explain the series of incidents that land you into writing a grievance letter).

I raised this matter informally but haven’t been satisfied with the outcome. I was very upset about this as I have been in this job for over a decade and have not had any problems in the past. I would welcome the chance to talk this through with you at a convenient time and place. I shall be grateful to you.

Thanking You,  
  
Yours truly,  
  
XYZ