

Grievance Appeal Letter

Dear [Name of recipient],

I am writing to appeal the decision made regarding my grievance. As you are aware, I filed a grievance on [date] regarding [briefly state the nature of the grievance].

I received a response on [date] stating that my grievance was denied for the following reason [briefly state the reason for the denial]. However, I strongly disagree with this decision and believe that my grievance has not been adequately addressed.

I would like to request a reconsideration of my grievance and a thorough review of the decision made. I have attached additional evidence that I believe supports my claim [if applicable].

I am confident that a further review of my grievance will result in a fair and just outcome. I appreciate your time and attention to this matter.

Thank you for your consideration.

Sincerely,

[Your Name]