

Sample Cover Letter

Date _____

Administrator (At appropriate level) _____

Address _____

Re: Grievance: Title (Concise Description) _____

Dear _____:

Enclosed is a grievance related to the above matter (which has not been resolved at Level/Step _____). Please contact me at your earliest convenience so that we may arrange a meeting to discuss this matter.

Very truly yours,

(Your name)

(Association title)

cc: _____

