June 2, 2010

Mr. Frederick, President

ABC Industries Ltd, Local 6541

1111 Sixteenth Avenue.

New York, NY 10002

Dear Frederick,

I am writing to tell you that I wish to make a formal grievance.

My supervisor, Thomas uses offensive and abusive words like ass, dog etc with me which is highly objectionable. When I requested him to mind his language, he yelled at me and threatened to put a letter in my file. I have witnesses to these events.

I would be happy if you fully investigate this matter in accordance with the company’s procedure.

Let me know your proceedings with the investigation and hope that you will arrange to hold a grievance hearing within 30 days.

I know that I am entitled to a hearing to discuss this matter and also bring a work colleague or a trade union representative.

I am looking forward to hear from you.

Yours sincerely,

Mathews