

To
 The Chief Executive Officer
 Skill Council for Mining Sector,
 C/o FIMI House, B -311
 Okhla Industrial Area -Phase-1
New Delhi-110020

Date.....

Subject: grievance (against person/process.....)

Dear Sir,

On above subject details of my/our grievance is as under: -

Name and address of Aggrieved person/partners	
Email ID and Mobile No.	
Relation with SCMS	
Date of initiation of grievance	
Brief description of grievance	
Name and details of persons against whom grievance is raised with reasons	
Date of submission of grievance to the Grievance Committee.	
Date of closer/ receipt of final information from Committee	
Remedy suggested by Grievance Committee of SCMS	
Reasons for not agreeing to suggestions & its escalation.	
Suggestive possible options for resolving the grievances	
Names and details of persons who will witness in support of your claim.	
List of evidence/ documents and findings of grievance committee being attached in support of grievance	

Thanking you,
 Yours Faithfully,

Signature

(Name: _____)
