

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally address an issue I have been experiencing at work.

[Describe the issue clearly and concisely, including dates, times, and any relevant details.]

Despite previous discussions regarding this matter, I have not seen any improvement.

[Explain any steps you have taken to resolve the issue and the outcomes.]

I believe this situation is affecting my work performance and overall job satisfaction.

[State what you hope to achieve with this letter, e.g., resolution, investigation, etc.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]