

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally express my concerns regarding [briefly state the issue, e.g., a workplace incident, policies, or actions].

On [specific date], [explain the incident or issue in detail, providing any relevant facts and context]. This situation has caused [describe the impact it has had on you, your work, or the workplace environment].

I believe that addressing this matter is important for [mention any potential positive outcomes or improvements]. I respectfully request [state what you would like the employer to do, e.g., an investigation, a meeting, changes to policies, etc.].

Thank you for taking the time to consider my complaint. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]
[Your Job Title]