

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

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

Dear [Manager's Name],
Subject: Formal Complaint

I am writing to formally express my concern regarding [briefly describe the issue]. This matter has been troubling me since [mention the timeframe] and I believe it requires your immediate attention.

[Provide specific details about the issue, including dates, times, locations, and any individuals involved. Be factual and objective.]

Despite my attempts to resolve this matter by [mention any previous attempts made to address the issue], I have not seen any progress. I feel that the situation has not only affected me but may also impact others.

I kindly request that you look into this matter and provide an appropriate resolution. I look forward to your prompt response.

Thank you for your time and attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]