

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

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

Dear [Employer's Name],

Subject: Formal Complaint Regarding [Issue/Concern]

I hope this letter finds you well. I am writing to formally address an issue that I have been experiencing at [Company's Name].

[Describe the specific issue or concern in detail, including dates, times, and any relevant incidents. Be factual and concise.]

This situation has caused me [explain how this issue has affected you, e.g., stress, financial impact, etc.]. I believe that it is important for us to address this matter promptly in order to maintain a positive workplace environment.

I kindly request that we arrange a meeting to discuss this issue further and explore possible solutions. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title/Position]