

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

[Date]  
[Recipient Name]  
[Title]  
[Labour Department Name]  
[Department Address]  
[City, State, Zip Code]

Subject: Complaint Against [Company/Employer Name]

Dear [Recipient Name],

I am writing to formally lodge a complaint against [Company/Employer Name] regarding [brief description of the issue, e.g., unfair treatment, wage disputes, unsafe working conditions, etc.].

Details of the complaint are as follows:

1. **\*\*Description of the Issue\*\***: [Provide a detailed account of the issue, including dates, locations, and any relevant facts].
2. **\*\*Impact\*\***: [Explain how the issue has affected you personally or professionally].
3. **\*\*Previous Communications\*\***: [Mention any attempts made to resolve the issue directly with the employer, including dates and outcomes].

I kindly request that the Labour Department investigate this matter and take appropriate action. I am willing to provide any further information required and can be reached at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title/Position, if applicable]