

[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 Regarding [Issue]

I am writing to formally express my concern regarding [briefly state the issue], which I believe is affecting my work environment and productivity.

[Describe the issue in detail, including any relevant dates, incidents, and individuals involved. Be concise and factual.]

I have attempted to resolve this issue by [include any steps you have taken to address the problem], but unfortunately, the situation has not improved.

It is my hope that you can help address this matter promptly. I believe that resolving this issue will not only benefit me but also contribute positively to our workplace as a whole.

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

Sincerely,

[Your Name]
[Your Job Title]