**Formal Complaint Letter Sample Against a Person**

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

**[Recipient's Name]  
[Their Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Recipient's Name],**

**Subject**: Formal Complaint Against [Person's Name]

I am writing to lodge a formal complaint against [Person's Name], who holds the position of [Position] in [Company/Organization Name]. Despite my reluctance to escalate this issue, previous attempts to address the matter informally have not led to a satisfactory resolution.

**Incident Overview:**  
The complaint stems from [describe the incidents or behavior in question, ensuring to include dates, locations, and any witnesses].

**Impact:**  
This behavior has had a significant impact on [describe how the person's actions have affected you or your work environment].

**Requested Actions:**  
I believe it is in the best interest of all parties involved to [describe the action you wish the company or organization to take, e.g., conduct an investigation, implement mediation, etc.].

I have attached [mention any documents or evidence attached, such as emails, witness statements, etc.] to support my complaint. I trust that you will handle this matter with the discretion and seriousness it warrants.

Thank you for your attention to this important matter.

**Sincerely,**

**[Your Name]**