
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]