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Sample Letter of Complaint to Management

**[Your Name]  
[Your Position]  
[Department]  
[Date]**

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

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

**Subject: Formal Complaint Regarding [Issue]**

I am writing to formally raise a complaint about [specific issue], which has been a recurring problem affecting my work environment and performance. Despite previous attempts to address this issue informally, there has been no significant improvement.

**Issue Overview:**  
The main concerns are [describe the issue in detail, including how it affects your work and any previous attempts to resolve it].

**Impact on Work:**  
This situation has led to [describe the negative outcomes, e.g., reduced productivity, poor team dynamics, missed deadlines].

**Proposed Solutions:**  
To resolve this matter, I suggest [list your proposed solutions or actions you believe the management should take].

I am committed to maintaining a positive work environment and am open to any suggestions you might have. I request a meeting to discuss this issue in further detail and to explore potential solutions.

Thank you for your understanding and prompt attention to this matter.

**Sincerely,**

**[Your Name]**