

Issue Reporting Letter

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally report an issue that has arisen within the workplace, specifically concerning [briefly describe the nature of the dispute, e.g., miscommunication, harassment, etc.]. This matter has led to [explain the impact this issue has had on your work environment or productivity].

The details of the incident(s) are as follows:

- **Date:** [Insert Date]
- **Description of the Incident:** [Provide details about the incident]
- **Parties Involved:** [List individuals involved]
- **Witnesses:** [List any witnesses if applicable]

I believe it is important for the company to address this issue promptly to ensure a positive and productive work environment. I would appreciate the opportunity to discuss this matter further and explore potential resolutions. Please let me know a suitable time for us to meet.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]