

Workplace Issue Resolution Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Resolution of Workplace Issue

Dear [Manager's Name],

I am writing to formally request your assistance in resolving a workplace issue that I have been experiencing. The issue pertains to [briefly describe the issue, e.g., communication barriers, workload concerns, etc.].

Details of the issue are as follows:

- Description: [Provide a detailed description of the issue]
- Impact: [Explain how this issue affects your work or the team]
- Attempts to Resolve: [List any previous attempts made to address the issue]

I believe that addressing this issue is crucial for maintaining a positive and productive work environment. I appreciate your attention to this matter and look forward to your guidance on how we can move forward together.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]