

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

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding several challenges I have been facing in the workplace. These issues have been persistent and are affecting my productivity and overall job satisfaction.

Firstly, [describe the first issue in detail, including specific instances or examples].

Secondly, [describe the second issue, including relevant details].

Thirdly, [if applicable, describe any additional issues].

I believe these challenges can be addressed to create a more positive work environment, and I am requesting a meeting to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,  
Your Name