

# Formal Complaint Letter

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the lack of accountability within [specific department, project, or situation]. As a stakeholder in [explain your relationship or position], I have observed several instances where actions taken (or not taken) have not addressed the issues at hand, leading to [describe the consequences or effects].

Despite previous discussions on this matter, I have yet to see a satisfactory response or resolution. This has raised significant concerns about transparency and responsibility in [mention specific context].

I urge you to take immediate action to address these concerns. It is vital for the integrity of our organization that accountability is prioritized and instilled within all levels of operation.

Thank you for considering my complaint. I look forward to your prompt response and a proposed plan of action.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]