

# Executive Complaint Letter

**[Your Name]**

[Your Position]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the recent changes implemented to [specific policy or procedure], which were announced on [date of announcement].

The alterations to this policy have prompted significant challenges within our operations, particularly in [describe specific impact or consequences]. Given our commitment to [state company goals or values], these changes seem counterproductive and may hinder our ability to [explain how this affects the company or its employees].

I urge you to reconsider these changes and explore alternative options that align more closely with our objectives while taking into account the feedback from stakeholders. I believe that a more collaborative approach could yield a solution that benefits everyone involved.

Thank you for your attention to this matter. I look forward to your prompt response and to discussing this issue further.

Sincerely,

[Your Name]

[Your Position]