

Complaint Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding certain issues I have been experiencing in the workplace. Despite my efforts to address these matters informally, I feel compelled to submit a formal complaint.

The specific issues are as follows:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

I believe these issues significantly affect my work environment and overall job performance. I kindly request that these concerns be addressed promptly.

Thank you for taking the time to consider my complaint. I look forward to your prompt response.

Sincerely,

[Your Name]