

Formal Complaint Regarding Workplace Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 the current conditions in our workplace. Over the past [duration], I have observed several issues that have significantly affected not only my productivity but also the well-being of my colleagues.

Specifically, I would like to bring to your attention the following issues:

- [Condition 1 - e.g., inadequate lighting]
- [Condition 2 - e.g., insufficient ventilation]
- [Condition 3 - e.g., unsafe working environment]

These conditions not only hinder our ability to perform our duties effectively but may also pose serious health risks to employees. I believe it is essential for the management to address these concerns promptly.

I kindly request a meeting to discuss my grievances further and explore potential solutions. I am hopeful that we can work together to create a better working environment for everyone.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]