

Formal Complaint Regarding Insufficient Resources

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 insufficient resources available in [specific department, project, or situation]. Despite repeated requests and discussions, the lack of adequate [specific resources such as funding, equipment, manpower, etc.] has severely impacted our ability to [describe impact, e.g., meet deadlines, provide quality service, etc.].

This issue has persisted since [mention timeframe] and has led to [mention specific consequences, e.g., delays, decreased productivity, etc.]. I believe it is crucial to address this matter promptly to ensure that [mention desired outcome or resolution].

I kindly request a meeting to discuss this issue further and explore potential solutions. Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]