

# Structured Complaint Regarding Coworker Dispute

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding ongoing disputes with my coworker, [Coworker's Name]. I believe that these issues have significantly impacted our work environment and overall team dynamics.

## Details of the Dispute

1. **Date of Incident:** [Insert Date]

2. **Description of Incident:** [Provide a brief description of the incident or behavior that led to the dispute]

## Impact on Work

This situation has caused [explain how it has impacted your work or the workplace, including any specific examples].

## Previous Resolutions Attempted

Attempts to resolve this matter informally include: - [Detail any discussions you've had with the coworker regarding the issue]. - [Mention any mediation or discussions with HR, if applicable].

## Request for Action

I am requesting that management intervene to help resolve this matter in a constructive manner. I believe that [suggest any solutions or steps you feel could help resolve the dispute].

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]