

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Supervisor's Name
Company Name
Company Address
City, State, Zip Code

Dear [Supervisor's Name],

I am writing to formally express my dissatisfaction regarding [briefly describe the issue]. Despite previous discussions and attempts to resolve this matter, [explain the issue in more detail].

This situation has significantly impacted [mention any consequences or effects]. I believe it is important to address this matter promptly to ensure a positive work environment for everyone involved.

I kindly request your attention to this issue and hope for a resolution. Thank you for your understanding and cooperation.

Sincerely,
[Your Name]