

# Complaint Submission Letter

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 submit a complaint regarding my immediate superior, [Superior's Name]. I have encountered several issues that I believe require your attention.

Firstly, [describe the first issue briefly]. This has caused [explain the impact of this issue].

Secondly, [describe the second issue briefly]. This has led to [explain the impact of this issue].

Despite my efforts to address these concerns directly with [Superior's Name], there has been no resolution. I believe that this situation not only affects my work environment but also impacts the team's overall morale and productivity.

I kindly request that this matter be looked into at your earliest convenience. I appreciate your attention to this serious issue and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]