

Formal Complaint Regarding Misleading Information

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my concern regarding the misleading information provided by management pertaining to [specific issue]. On [date of incident], it was communicated that [details of misleading information].

This information has caused significant confusion and led to [explain any consequences or impact]. I believe it is crucial for the management to address this matter to maintain trust and transparency within the team.

In light of this, I kindly request a thorough investigation into the matter and a formal clarification regarding the information provided. I look forward to your prompt response to this serious issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]