

Formal Complaint Regarding Unregistered Visitors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the recent increase in unregistered visitors at [specify location or event] on [specify date or time frame]. This situation raises security and safety issues for both employees and authorized visitors.

On several occasions, I have noted the presence of individuals who do not appear to be registered or authorized, which I believe contravenes our established visitor policy. The lack of proper registration not only undermines our security protocols but also creates an uncomfortable environment for staff and visitors alike.

To address this issue, I kindly request that the management review and reinforce the visitor registration procedures to ensure that all individuals entering our premises are properly documented and authorized. I believe this will help maintain a safe environment for everyone.

Thank you for your attention to this serious matter. I look forward to your prompt response and the implementation of necessary changes to improve our visitor management process.

Sincerely,

[Your Name]

[Your Position/Title] (if applicable)