

# Letter of Complaint to Management

**[Your Name]**

[Your Job Title]

[Your Department]

[Your Contact Information]

[Date]

**[Manager's Name]**

[Their Job Title]

[Department or Division Name]

[Company Name]

Dear [Manager's Name],

I am writing to bring to your attention a matter that has been causing significant concern and affecting my ability to perform my duties effectively. This issue pertains to [describe the specific problem, such as issues with a coworker, unsatisfactory working conditions, lack of resources, etc.].

Despite my efforts to address the issue [describe any steps you have taken, such as talking directly to a coworker, seeking help from HR, etc.], the problem has persisted. It has impacted my work in the following ways:

- [Detail the first way the issue has affected your work, e.g., "It has decreased my productivity due to..."]
- [Detail the second impact, e.g., "It has created a stressful work environment by..."]
- [Add more details if necessary].

I feel that these issues are not only affecting me but could also impact the overall performance of our team/department if not addressed promptly. Therefore, I respectfully request [suggest a potential solution or request a meeting to discuss the matter further].

I am committed to maintaining a positive and productive work environment and am confident that with your assistance, we can resolve this matter efficiently. I would appreciate it if we could meet at your earliest convenience to discuss this further.

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

**Sincerely,**

[Your Signature (if sending a hard copy)]

[Your Printed Name]