

Sample Complaint Letter with Witness Statements Included

This document provides a **sample complaint letter with witness statements included**, designed to help individuals effectively present their grievances in a formal written format. The letter outlines the issue clearly and concisely, supported by detailed statements from witnesses that corroborate the claims made. By incorporating witness testimonies, the complaint gains credibility and strengthens the case for resolution. This sample serves as a practical guide for drafting professional letters that ensure all relevant information is communicated thoroughly for legal or organizational review.

Complaint Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Title]

[Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Formal Complaint Regarding [Subject of Complaint]

Dear [Recipient's Name or 'To Whom It May Concern'],

I am writing to formally lodge a complaint regarding [briefly state the issue, e.g., "an incident that occurred on June 3, 2024, involving inappropriate conduct by a staff member"]. The following details will provide comprehensive information about the incident and are supported by the statements of individuals who witnessed the occurrence.

Details of the Incident

On [date], at approximately [time], at [location], the following incident occurred:

[Clearly and concisely describe the incident, including any relevant facts, actions taken, and impact.]

Witness Statements

1. Witness 1: [Full Name]

Statement:

"[Insert witness's account of the incident, describing what was observed, when, where, and any other relevant details.]"

2. Witness 2: [Full Name]

Statement:

"[Insert second witness's account supporting the facts provided above.]"

Requested Action

In light of the above, I respectfully request that [state what action or resolution you seek, e.g., an investigation into the matter, disciplinary action, or specific remediation]. Please keep me informed of any progress or decisions made regarding this complaint.

Should you require any further information or clarification, please feel free to contact me at [your phone number/email address].

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

Sincerely,

[Your Name]

Enclosures: (If applicable, list supporting documents or additional witness statements attached to the letter.)