

Business Letter for Complaint Sample Addressed to Manager

This **business letter for complaint sample addressed to manager** provides a professional and concise template for expressing concerns or dissatisfaction regarding a product, service, or workplace issue. It emphasizes a clear introduction of the problem, detailed explanation of the issue, polite requests for resolution, and a respectful tone to maintain a positive relationship with the management. This format ensures effective communication and increases the likelihood of a timely and satisfactory response from the manager.

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally bring to your attention an issue that I have recently experienced with [briefly state the subject, e.g., "a service provided by your company" or "a product purchased from your store"]. I have always appreciated the standards of your company and have been satisfied with your offerings in the past; however, this recent experience has prompted me to voice my concerns.

On [date of incident], I [describe the issue, including any relevant details such as product name, order number, incident, or employee involved]. The problem I encountered was [explain the issue clearly and factually, include any supporting details or previous steps taken to resolve the issue, if any].

I kindly request that you [state your desired resolution, e.g., "investigate this matter", "offer a replacement", "provide a refund", or "take corrective action"]. I am confident that you will treat this matter with the professionalism and urgency it deserves. Please let me know if you require any additional information or documentation.

I appreciate your prompt attention to this matter and look forward to your response. Thank you for considering my concerns and for your continued commitment to customer satisfaction.

Sincerely,

[Your Name]