

[Your Name]  
[Your Position/Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

Subject: Formal Complaint Regarding Lack of Response from Management

Dear [Manager's Name],

I am writing to formally express my concerns regarding the lack of response from management to the issues I have previously communicated. Despite my earlier attempts to address [briefly describe the specific issue or concern, e.g., "the malfunctioning of the office air conditioning system"], I have not received any acknowledgment or follow-up regarding my requests.

This lack of response is concerning and has negatively impacted both my work environment and productivity. Timely and effective communication is essential for maintaining a respectful and efficient workplace, and the absence of acknowledgement undermines morale and accountability.

I respectfully request that my concerns be addressed as soon as possible. I would appreciate a prompt update on the actions being taken to resolve this matter, as well as a commitment to improved communication moving forward.

Thank you for your attention to this important issue. I look forward to your prompt response and to a resolution of my concerns.

Sincerely,  
[Your Name]