

This document provides a **professional complaint letter sample** that includes a follow-up request for management attention, designed to effectively communicate concerns or issues within a business or service context. The letter emphasizes clarity, politeness, and specificity to ensure the recipient understands the problem and the desired resolution. Including a follow-up request demonstrates the sender's seriousness and commitment to resolving the matter promptly, encouraging management to prioritize the complaint and take appropriate action. This format is suitable for customers, employees, or stakeholders seeking a constructive and respectful approach to address grievances.

Professional Complaint Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Job Title, if known]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention a concern regarding [briefly state the issue, e.g., "the recent service I received at your branch" or "ongoing issues with my account"].

On [specific date], I experienced [describe the issue in clear, factual, and non-emotional terms. Include relevant details such as times, staff involved, and any steps already taken to resolve the issue]. Despite my attempts to resolve this matter by [mention previous communication, e.g., "speaking with staff" or "sending an email"], the problem remains unresolved.

As a [customer/employee/stakeholder], I value our relationship and hope to see this issue addressed promptly. I kindly request that management reviews this matter and provides a timely response with a proposed solution. Additionally, I would appreciate it if you could keep me informed about the steps being taken to resolve my concern.

If I do not receive a response within [reasonable timeframe, e.g., "10 business days"], I will follow up to ensure that this matter receives appropriate attention.

Thank you for your prompt attention to this issue. I look forward to your response and to a satisfactory resolution.

Sincerely,

[Your Name]