Date

Name

Address

Dear Mr. Jim,

I am writing this letter to launch a complaint against the ‘Marketing Manager’, Mr. John William.

Being an ‘Assistant Marketing Manager’, I come directly under his supervision. There are many tasks that are impossible to complete without his guidance and signature. Also, as he is often the one attending the client meetings, I need to seek information about the client's requirements and priorities from him. However, he has a very laid-back approach. He does not seem to care about proper provision of information, completion of deadlines, appropriate fulfillment of client requirements, etc. And then, at the eleventh hour, he rushes everything and burdens the team with all the work.

I want to put forward my complaint and request you to investigate this matter and sort the issue for me and the rest of the marketing team as well. Let me know if I can provide any more information.

Regards,

Sarah Johnson.