

To

The General Manager

Human Resources Department

SB Companies Pvt. Ltd.

New York, USA

Date: 25.04.2014

Sub: Complaint letter concerning management issues

Respected Sir,

My name is Helen Fernandes and I am working as Sales Executive for SB Companies Pvt. Ltd for last 2 years. I am writing this letter to inform you that it has been a week since I had applied for a five-day leave, from 2nd May, 2014 to 7th May, 2014 but unfortunately, there hasn't been any response yet and hence I was compelled to write to you one more time to ensure my plea is looked after properly. I have always been an admirer of your managerial abilities and the organizational skills you exhibit in the tasks concerning the company. I have never faced such a condition earlier where my request or petition(s) had been overlooked. I am sure there has been some sort of miscommunication for which the appeal still remains unattended to. But I would like to inform you that it is extremely urgent for me to have this leave granted as I have to leave station for a very important personal issue. I would understand if there's a problem related to the same, but please do let me know within this week, for I would then have a scope to revise the plans accordingly.

I would be obliged if you could deal with this issue at the earliest, as I would again like to state that this leave is very important for me. I would be looking forward to your reply.

Yours sincerely,

Helen Fernandes

How To Write A Discrimination Complaint Letter

Liying Dong



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