

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

L Cohen



How To Write A Discrimination Complaint Letter:

How To Write A Discrimination Complaint Letter Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **How To Write A Discrimination Complaint Letter**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall affect readers.

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