**Complaint letter sample**

To

Mr. Steve Williams

Project Head [Tube Rail Reservation]

Tech Master Consultanats Pvt. Ltd

New York, USA

Date: 26th April, 20XX

**Sub:** Complaint to boss regarding project issues

Dear Sir,

I would like to inform you that I, Martin Pearson, Java developer at the Tube Rail Reservation project, have been facing certain serious problems of late. Though it has nothing to deal with technical issues, yet I thought it would be best to inform you primarily since you are my immediate supervisor and would best understand the situation.

My complaint is against two of my group members who fail to show the required interest and perform the stipulated actions and responsibilities of being a part of this project. It is the thumb rule of our organization that each man needs to perform his share of work and thereby contribute to the firm’s success; working in a group is unavoidable while working in an IT project and hence conforming to the rules and standards of the group is also equally important. My area of complaint, however, lies in the fact that they show lack of concern in adhering to deadlines and satisfying targets set for the particular time span. This eventually puts a lot of pressure on the rest of the team, and me being the senior-most member makes it difficult for me to manage.

I hope you understand that we as humans can work only for a certain time span and also take up a particular load. It would be really kind of you to look into the matter and provide a solution at the earliest.

Yours sincerely,