Letter to Respond to a Complaint on a Manager's Attitude

[Your Name]
[Address]
[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [recipient's name],

I am writing this letter to you in order to inform you that I have received your complaint letter and I have read it carefully, twice. Mr [enter name], I am sorry that you had to face such kind of attitude from our manager Mr. [enter manager's name]. He is a good man and I am disappointed to hear such a complaint about him. You mentioned that he [enter complaint]. I would like to ensure you that your complaint is valued and I will discuss this matter with him. I also want to ensure you that your name will not be used anywhere in the discussion. Your concern for resolving the issues of workplace matters very much and I encourage your decision of taking your complaint directly to my office. I will try not to disappoint you. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-