To:

Ms. Victoria Smith

Human Resource Manager

ABC Company

London

2nd October, 2008.

Ref:  Erratic Transportation

Dear Ms. Smith,

This is to bring to your notice the erratic transportation facility organized by the company for my team members.  As you know, the understanding has been that the company would provide transportation to the team members who have come to us from other branches to help us with the current project.

The erratic transport facility is eating into a lot of our working time and is hindering our work-schedule.

I am sure you will understand the seriousness of the issue and arrange for proper transportation.  All our earlier verbal complaints to your department have brought forth no results, so this has prompted me to write an official complaint letter to you.

I look forward to your continued co-operation,

Thanking You,

Sincerely,

Tanya Drew berry

Team Leader