

Professional Letter Addressing Workload Issues

Dear [Supervisor's Name],

I wish to formally address a concern regarding the distribution of work within our team. I have been consistently assigned tasks beyond my capacity, while others receive lighter workloads. This imbalance has impacted my efficiency and morale.

I request a review of task allocation and appropriate adjustments to ensure fairness among all team members.

Thank you for your attention,

[Your Name]

[Your Position]

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