Prepare one clear request

Say what happened, what matters and what you are asking for without escalating unnecessarily.

Three steps

1. Separate facts from assumptions
2. Write one concrete request
3. Record the agreed next step

A worked example

Observed fact	Meeting moved twice
Impact	Schedule conflict
Specific request	Confirm a fixed time
Agreed next step	Reply by Thursday

A specific request is easier to act on than a general complaint.

For threatening or unsafe situations, prioritize safety and appropriate support.

Prepare one clear request

Use one row per item or decision. Start with what you know.

Observed fact	Impact	Specific request	Agreed next step

My next action / when