

Ethical Concern Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Expression of Ethical Concern

Dear [Recipient's Name],

I am writing to formally express a concern regarding a matter that I believe may involve ethical implications within our organization.

Recently, I have become aware of [briefly describe the issue, including relevant details such as dates, locations, and parties involved]. This situation raises significant ethical questions surrounding [specific ethical principles or policies that are at stake].

My objective in bringing this to your attention is not to place blame but to ensure that we address this matter transparently and in alignment with our organizational values. I believe that it is crucial for us to maintain our commitment to ethical practices and uphold the integrity of our workplace.

I kindly request a meeting to discuss this issue further and explore potential solutions. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]