

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name/HR Representative]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name/HR Representative],

I am writing to formally complain about the unfair treatment I have experienced in the workplace due to [specific reason for discrimination, e.g., race, gender, age]. This situation has persisted since [date or timeframe] and has created a hostile work environment for me.

Specifically, I would like to bring attention to the following incidents:

1. [Detail specific incident 1]
2. [Detail specific incident 2]
3. [Detail specific incident 3]

I believe these actions are a violation of [cite relevant laws or company policies], and I request that an investigation be conducted into these matters. I hope to find a resolution that ensures a fair and equitable workplace for all employees.

Thank you for addressing this serious issue. I look forward to your prompt response.

Sincerely,
[Your Name]