

Complaint Letter Regarding Discriminatory Practices

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

Recipient Name
Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding discriminatory practices that I have experienced at [Company/Organization Name]. As a [describe your position, e.g., employee, customer], I believe that everyone should be treated with respect and fairness, regardless of [mention the basis of discrimination, e.g., race, gender, sexual orientation].

On [specific date], I encountered an incident where [describe the incident in detail, including what happened and who was involved]. This experience was not only disheartening but has also caused [mention any consequences or impacts it had on you].

I urge you to take this matter seriously and to investigate these practices to ensure that they are addressed appropriately. It is vital for [Company/Organization Name] to foster an inclusive environment for all individuals.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,
[Your Name]