

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding a discrimination issue I have experienced in the workplace. This issue is in violation of [Company's Name] policies and relevant employment law.

On [specific date], I experienced [describe the discriminatory behavior or situation]. This behavior was not only unprofessional but has also impacted my work environment and emotional well-being.

I believe that this treatment is a result of [mention the protected characteristic, e.g., race, gender, age, etc.], and it has created an unjust and uncomfortable work environment for me.

Despite my efforts to address this situation informally by [mention any previous attempts to resolve the issue], the problem has persisted.

I request that a formal investigation be conducted into this matter and that appropriate actions be taken to rectify the situation.

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

Sincerely,

[Your Name]