

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

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear Human Resources Manager,

I am writing to formally raise my concern regarding what I believe to be age discrimination during the hiring process for the [Job Title] position that was recently posted on [Date].

Despite my qualifications and relevant experience, I was not selected for an interview. I have reason to believe that my age, [Your Age], may have adversely influenced this decision. I was surprised to learn that candidates significantly younger than myself were chosen for interviews, and I am concerned that this is reflective of a broader pattern of age discrimination within your organization.

I believe that my skills and experience would have made me a strong candidate for the position, and I would appreciate a review of the hiring practices that were employed for this position. I kindly request a formal response to this grievance and hope to engage in a constructive dialogue regarding your hiring procedures.

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

Sincerely,
Your Name