

[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 concerns regarding incidents of racial discrimination I have experienced in the workplace. These events have made it increasingly difficult for me to perform my job effectively and have created a hostile work environment.

On [specific date], I encountered [describe the incident or behavior], which I believe to be a clear instance of racial discrimination. This behavior was not only unprofessional but also contrary to the values and policies outlined by [Company's Name].

I am requesting that this matter be investigated promptly and that appropriate actions be taken to address this issue. I believe it is essential that our workplace remains respectful and inclusive for all employees.

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

Sincerely,

[Your Name]