

Workplace Discrimination Complaint

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about an incident of workplace discrimination that I experienced on [date of incident]. I believe that I have been treated unfairly due to [specific reason, e.g., my gender, race, age, etc.].

On [specific date], [describe the incident or incidents in detail, including what was said or done, who was involved, and any witnesses]. This treatment made me feel [describe your feelings, e.g., undervalued, disrespected, etc.].

I believe that this behavior violates [specific company policy or law, if known], and I would like to formally request an investigation into this matter. It is important for me that a safe and inclusive work environment is maintained for all employees.

Thank you for your attention to this serious matter. I expect to hear back from you soon regarding the steps that will be taken.

Sincerely,
[Your Name]