

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a situation that occurred recently involving a joke that was made during [specific event or meeting]. While humor can often bring lightness to our interactions, I realize that this particular joke may have had unintended consequences.

The joke [briefly describe the joke, if appropriate] appeared to create a sense of discomfort among some team members. I believe it is essential for us to foster a respectful and inclusive environment for everyone, and I want to express my understanding of how this can impact morale and workplace relationships.

In light of this, I would like to encourage open dialogue about how we can collectively ensure our workplace remains a supportive and positive atmosphere. I appreciate your understanding and commitment to addressing this matter.

Thank you for your attention to this issue, and I look forward to working together to enhance our team dynamics.

Sincerely,

[Your Name]

[Your Position]