

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding certain ethical practices that I believe may not align with our corporate values and standards.

Specifically, I have observed [describe the specific issue or behavior] happening within [specify the department or team, if applicable]. This behavior raises questions about [mention specific ethical standards or policies that are being breached].

It is important for us as a company to maintain our commitment to ethical conduct, integrity, and transparency. I believe addressing these concerns promptly can help foster a healthier workplace environment.

I would appreciate the opportunity to discuss this matter further and explore potential solutions. Thank you for considering my concerns seriously.

Sincerely,

[Your Name]

[Your Contact Information]