

# Formal Business Ethics Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a complaint regarding unethical practices within [Company Name] that I believe violate the company's stated ethical standards and policies.

Details of the Complaint:

- Incident Date: [Insert Date]
- Location: [Insert Location]
- Description of Incident: [Provide a detailed description of the unethical behavior or incident]

I believe this behavior undermines the integrity of our workplace and poses a significant concern regarding our compliance with ethical standards.

I kindly ask that you investigate this matter and take the appropriate action to ensure that such practices are addressed and corrected.

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

Sincerely,

[Your Name]