

Subject: Escalation of Integrity Issue

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a significant integrity issue that I believe requires immediate escalation and attention.

On [date], I witnessed/learned about [brief description of the issue]. This incident raises serious concerns regarding [mention specific policies or values violated]. I have attached relevant documentation and evidence to support this claim.

Given the severity of this matter, I request your assistance in addressing this issue in accordance with our organization's code of conduct. It is crucial for us to uphold our values and maintain a transparent and ethical work environment.

I am available to discuss this further at your earliest convenience. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]