

# Letter of Concern Regarding Violations of Conduct

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Address]

Dear [Recipient's Name],

I am writing to express my concerns regarding recent conduct violations that have come to my attention within [specific context or department]. These actions not only undermine the principles we uphold as an organization but also create an atmosphere of unease among team members.

Specifically, I have observed the following incidents that raise significant concerns:

- [Describe specific incident or violation 1]
- [Describe specific incident or violation 2]
- [Describe any additional incidents, if applicable]

I believe it is essential to address these issues promptly to maintain the integrity of our workplace and ensure a respectful environment for everyone. I kindly request that we review these incidents and consider implementing measures to prevent any future occurrences.

Thank you for your attention to this matter. I look forward to your response and any steps we can take together to resolve these concerns.

Sincerely,

[Your Name]  
[Your Title]  
[Your Contact Information]