

[Your Name]
[Your Job Title]
[Your Company]
[Your Email]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

Thank you for bringing your concerns regarding workplace discrimination to my attention. I want to assure you that we take these matters very seriously and are committed to fostering a respectful and inclusive workplace for all employees.

To better understand your concerns and to discuss this matter further, I would like to invite you to a meeting at your earliest convenience. Please let me know your availability over the next few days, and I will do my best to accommodate.

Your feedback is important to us, and I appreciate your willingness to address this issue directly.

Thank you for your attention, and I look forward to our conversation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]