

Accountability Request for Unprofessionalism

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an instance of unprofessional behavior that occurred on [insert date of incident]. The situation involved [briefly describe the incident and individuals involved].

This behavior not only affected my experience but also had a detrimental impact on the working environment and team morale. I believe it is essential for us to uphold a standard of professionalism that reflects our values as a [company/organization].

I kindly request a meeting to discuss this matter further and to seek accountability for the actions taken. I believe that addressing this issue will help prevent similar occurrences in the future and reinforce our commitment to a respectful workplace.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]