

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an issue that has come to my attention regarding a recent incident where I felt a lack of empathy was demonstrated.

On [specific date], during [describe the interaction or situation], I observed that the response to [specific issue or concern] lacked the understanding and compassion that is expected in our [workplace/community/organization]. This experience has been difficult for me and has impacted my overall feelings towards our environment.

Empathy is crucial for fostering positive relationships and ensuring that everyone feels valued and understood. I believe it is important to acknowledge and learn from moments like these to improve our interactions moving forward.

I appreciate your attention to this matter and hope we can work toward fostering a more empathetic atmosphere in the future.

Thank you for your understanding.

Sincerely,

[Your Name]