

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concerns regarding what I perceive as unfair treatment I have received from the management at [Company Name].

On [specific date], I experienced [describe the specific incident or situation], which I believe demonstrates a lack of fairness and consideration. This incident has adversely affected not only my well-being but also my ability to perform my duties effectively.

I would like to request a meeting to discuss this matter further. I believe open communication can help clarify any misunderstandings and facilitate a resolution.

Thank you for taking the time to address my concerns. I look forward to your prompt response.

Sincerely,

[Your Name]