

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding a violation of the code of conduct that I believe has occurred on [specific date]. The incident in question involves [describe the incident and individuals involved, providing as much detail as necessary].

This behavior is concerning and clearly contravenes our organization's established policies regarding [specific code of conduct principles violated]. Such actions not only undermine the integrity of our workplace but also create an uncomfortable environment for employees.

I urge you to take this matter seriously and investigate the situation thoroughly. I believe that appropriate action should be taken to address this violation and prevent future occurrences.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,
[Your Name]