

Request for Investigation of Workplace Discrimination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into an incident of workplace discrimination that I have experienced at [Company Name].

The incidents occurred on [specific dates or a range of dates] and involved [briefly describe the nature of the discrimination, including any relevant details such as individuals involved, specific actions, and how it has affected you].

I believe these actions constitute discrimination based on [e.g., race, gender, age, disability, etc.], in violation of [mention any relevant company policy or law].

I would appreciate it if you could initiate an investigation into this matter promptly. I am willing to provide any further information or documentation needed to assist in the investigation.

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

Sincerely,

[Your Name]