

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 complain about what I believe to be discrimination in my workplace at [Company Name]. I have been employed as [Your Position] since [Start Date] and have experienced incidents that I believe constitute unfair treatment based on [specific characteristic, e.g., race, gender, age, disability].

On [specific dates], I encountered the following incidents: [Describe the incidents in detail, including dates, what happened, and the individuals involved]. Despite my efforts to address these issues informally by [mention any previous actions taken, e.g., speaking to a manager], I have not seen any change.

I believe that my treatment is in violation of [mention any relevant laws or company policies, if applicable]. I respectfully request that this matter be investigated promptly and that appropriate actions be taken to address the discrimination I have faced.

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

Sincerely,
[Your Name]