

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into what I believe to be instances of workplace discrimination at [Company Name]. I have experienced [briefly describe your experiences or the specific incidents], which I believe constitute discrimination based on [specify basis, e.g., race, gender, age].

Despite my efforts to address this matter informally, I feel that it is necessary to bring this issue to your attention through a formal request for investigation. I believe it is important for [Company Name] to ensure a fair and equitable work environment for all employees.

I trust that you will take this matter seriously and initiate an investigation into these concerns. I am willing to provide any further information needed and cooperate fully during the investigation process.

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

Sincerely,

[Your Name]