

Request for Guidance on Whistleblower Protection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request guidance regarding the protections available to whistleblowers within [Company/Organization Name]. I believe it is crucial to fully understand the avenues and safeguards in place for individuals who report unethical or illegal activities.

Specifically, I seek clarification on the following issues:

- What procedures should I follow to report a concern effectively?
- What documentation is needed to ensure protection under the whistleblower policy?
- Are there any timelines associated with the reporting process?
- What measures are in place to protect against retaliation?

I appreciate your attention to this matter and look forward to your prompt response. Understanding these aspects is essential for me to proceed safely and responsibly.

Thank you for your assistance.

Sincerely,

[Your Name]