

# Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Concern Regarding Disciplinary Measures Taken

Dear [Recipient's Name],

I am writing to express my concern regarding the recent disciplinary measures taken against [Employee/Student Name]. While I understand the need for maintaining standards and discipline within our organization, I believe that the actions taken may have been disproportionate to the situation at hand.

It is important to ensure that any disciplinary actions align with the values of fairness and transparency that we uphold. I would appreciate the opportunity to discuss this matter further, as I believe there may be underlying factors that warrant consideration.

Thank you for taking the time to consider my concerns. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]