

Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the biased treatment I have experienced from [Employee's Name/Position] at [Company's Name]. This treatment has affected my work environment and overall morale.

On [specific date(s)], I faced [describe the incidents of biased treatment]. This situation has created an unfair atmosphere that I believe goes against the principles of equality and professionalism that [Company's Name] stands for.

To resolve this matter, I request a thorough investigation into these incidents and appropriate action to ensure that no other employee faces similar treatment in the future.

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

Sincerely,
[Your Name]