

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

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

Dear [Recipient's Name],

I am writing to formally complain about the unfair treatment I have experienced while working at [Company's Name]. Despite my dedication and contributions over the past [duration], I feel that I have been subjected to [specific instances of unfair treatment, e.g., bias, discrimination, lack of support].

On [specific date], [describe in detail the incident(s) that occurred], which I believe is both unfair and unprofessional. This treatment has affected not only my morale but also my performance and overall well-being.

I would like to request a meeting to discuss this matter further and seek a resolution. I believe that addressing this issue is crucial for maintaining a positive work environment.

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

Sincerely,
[Your Name]