

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about a matter that has raised some concerns regarding the treatment received by myself and my colleagues in [specific situation or context]. It has come to my attention that there are inconsistencies in how [specific policies or procedures] are applied, leading to confusion and dissatisfaction among team members.

Specifically, [briefly describe the inconsistencies and their impact]. I believe that addressing these discrepancies is crucial for maintaining a fair and equitable work environment.

I kindly request clarification on the following points:

1. [Point 1]
2. [Point 2]
3. [Point 3]

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

Sincerely,
[Your Name]