

Request for Action Against Unfair Workplace Conduct

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request action regarding a series of unfair workplace conduct incidents that I have experienced at [Company Name]. These incidents have not only affected my work performance but have also created a hostile work environment.

Specifically, on [insert dates], I encountered [describe specific incidents, including any witnesses if applicable]. Despite my attempts to address these issues informally by [explain what actions you've taken to resolve the situation], the problem has persisted.

I believe these behaviors are in violation of [insert relevant company policies, workplace guidelines, or legal statutes]. Therefore, I kindly request that [outline specific actions you wish the recipient to take, e.g., an investigation into the matter, a meeting to discuss your concerns, etc.].

I am hopeful that we can resolve this matter in a timely and satisfactory manner. Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]