

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally address my concerns regarding the unfair treatment I have experienced under the supervision of [Supervisor's Name]. Since [specific date or period], I have felt that my contributions and efforts have not been recognized, and I believe this has adversely affected my work environment.

Specifically, I would like to highlight the following instances:

- [Describe first instance of unfair treatment]
- [Describe second instance of unfair treatment]
- [Describe any additional instances of unfair treatment]

These experiences have not only impacted my morale but have also hindered my ability to perform to the best of my capabilities. I kindly request a meeting to discuss these matters further and explore potential solutions.

Thank you for your attention to this important issue. I hope to resolve these concerns amicably and look forward to your prompt response.

Sincerely,
[Your Name]