

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the disciplinary actions taken against me on [date of incident]. I believe these actions are unfair and unjustified based on [briefly state your reasons].

During the incident, I [explain what happened, providing relevant details and context]. Despite this, I have faced [describe the disciplinary actions taken, such as suspension, termination, etc.]. I feel that these measures do not accurately reflect my conduct or the circumstances surrounding the situation.

I respectfully request a review of my case and a reconsideration of the disciplinary actions imposed. I am open to discussing this matter further and hope to resolve it amicably.

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

Sincerely,

[Your Name]