

Formal Complaint Regarding Discriminatory Remarks

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding remarks made by [Staff Member's Name] on [date] during [specific location or circumstance]. The comments were discriminatory and inappropriate, and they do not align with the values of inclusivity and respect that [Company/Organization Name] upholds.

Specifically, [briefly describe the remarks made, including context and impact]. These comments not only created an uncomfortable environment but also seemed to target individuals based on [mention specific characteristic, e.g., race, gender, etc.].

I believe it is crucial for [Company/Organization Name] to address this issue promptly to ensure a safe and welcoming atmosphere for all employees and clients. I kindly request that you investigate this matter and take appropriate action.

Thank you for your attention to this serious issue. I look forward to your response.

Sincerely,

[Your Name]