

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

Human Resources Department  
Company Name  
Company Address  
City, State, Zip Code

Dear [HR Manager's Name],

I am writing to formally lodge a complaint regarding discriminatory practices that I have experienced in the workplace. I believe these actions violate the company's policies and the principles of equality and respect that should be upheld in our professional environment.

On [specific date], I encountered an incident where [describe the discriminatory behavior, who was involved, and the impact it had on you]. I feel that this treatment is not only unjust but also creates a hostile work environment that affects my ability to perform my duties effectively.

Despite my efforts to resolve this matter informally, I have not seen any improvement. I firmly believe in the importance of a workplace free from discrimination and am hopeful that the company will take appropriate action to address my concerns.

I request a meeting to discuss this issue further and to outline the steps that can be taken to prevent such incidents in the future. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]