

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding an incident of racial discrimination that I experienced on [insert date of incident] at [insert location or organization name].

On that date, I encountered [describe the specific incident, including names of individuals involved, if known, and any witnesses]. This behavior was not only offensive but also created a hostile environment for me as a [insert your role, e.g., employee, customer, etc.].

I believe that this action violates [mention any relevant laws or policies], and I request that a thorough investigation into this matter be conducted. I would appreciate your formal acknowledgment of this complaint and the steps that will be taken to address this situation.

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

Sincerely,

[Your Name]