

# Formal Complaint Regarding Discrimination Based on Sexual Orientation

To Whom It May Concern,

I am writing to formally file a complaint regarding discrimination I have experienced based on my sexual orientation while working at [Your Organization's Name].

On [Date], I encountered an incident involving [describe the incident briefly, including any relevant details such as locations and individuals involved]. This incident made me feel uncomfortable and was clearly in violation of [mention any relevant policies or laws].

Despite my attempts to address the situation informally with [mention names or positions, if applicable], the issue has persisted, and I believe it is essential to escalate this matter formally.

I kindly request an investigation into this incident and an appropriate response. I believe in a workplace that values diversity and respects the rights of all employees, and I hope to see actions taken that reflect these values.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]