

[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 express my complaint regarding what I believe to be age discrimination that I have experienced while employed at [Company/Organization Name]. I have been an employee since [start date], and during this time, I have consistently demonstrated my dedication and capability in my role as [Your Job Title].

On [specific date or time period], I encountered a situation that leads me to believe that I have been subjected to discriminatory practices based on my age. [Briefly describe the situation, providing specific details, instances, and any relevant communications or actions that illustrate the discrimination you faced.]

Despite my efforts to address this matter informally with [supervisor/HR representative's name], I have not seen any resolution or acknowledgment of this issue. I believe that these actions violate both company policy and relevant laws regarding age discrimination.

I respectfully request that this matter be investigated thoroughly and that appropriate measures be taken to ensure that such discrimination is addressed and prevented in the future. I am willing to provide further information or discuss this matter at your earliest convenience.

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

Sincerely,

[Your Name]