

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding workplace discrimination that I have experienced at [Company Name]. I believe this treatment is contrary to our organization's commitment to equality and inclusivity.

On [specific date(s)], I experienced [describe incidents, behaviors, or comments that constitute discrimination]. This situation has made my work environment uncomfortable and has hindered my ability to perform my job effectively.

Despite bringing my concerns to the attention of [any relevant parties, e.g., HR or management], I have not seen any necessary actions taken to address these issues. I kindly ask that you take my complaint seriously and initiate an investigation into these matters.

Thank you for your attention to this serious issue. I hope to see a resolution that will foster a fair and respectful workplace for all employees.

Sincerely,

[Your Name]