

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

Recipient Name
Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding an unsettling experience I encountered, which I believe constitutes religious discrimination.

On [date of incident], during [describe the context or situation, such as a meeting, event, or workplace], I was subjected to [describe the specific discriminatory actions or remarks that occurred]. This experience not only affected me personally but also created an unwelcoming atmosphere that goes against the values of diversity and inclusion that I know [Company/Organization Name] upholds.

Despite my efforts to address this matter informally, [briefly explain any previous attempts to resolve the issue]. Therefore, I feel it is necessary to bring this situation to your attention formally.

I respectfully request that you investigate this matter further and take the appropriate actions to ensure such incidents do not happen in the future. I believe it is crucial for [Company/Organization Name] to maintain a respectful and inclusive environment for all individuals, regardless of their religious beliefs.

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

Sincerely,
[Your Name]