

[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 concern and dissatisfaction regarding the unequal treatment I have experienced based on my nationality while being a [position, e.g., employee, student, customer, etc.] at [Company/Organization Name].

On [specific date], I encountered an incident involving [briefly describe the incident, including who was involved, what happened, and how it relates to unequal treatment due to nationality]. This has left me feeling [describe your feelings: e.g., undervalued, discriminated against, etc.].

It is my understanding that [cite any relevant company policies or laws regarding equal treatment and non-discrimination]. I believe that every individual should be treated with respect and fairness, regardless of their nationality.

I kindly urge you to take this matter seriously and investigate the incident. I am hopeful that appropriate measures will be taken to ensure such treatment does not occur in the future and that a culture of equality is cultivated within [Company/Organization Name].

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

Sincerely,

[Your Name]