

# Formal Complaint Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Unethical Practices in Project Handling**

Dear [Recipient's Name],

I am writing to formally express my concerns regarding certain unethical practices I have observed in the handling of the [specific project name] project within [Company/Organization Name]. As a stakeholder/employee, I believe it is imperative to address these issues to uphold our shared values and professional standards.

Specifically, I have noticed [describe the unethical practices in detail, including dates, involved parties, and any relevant incidents]. These actions not only undermine the project's integrity but also violate the ethical guidelines set forth by our organization.

I urge you to investigate this matter thoroughly and take appropriate actions to ensure that such practices are addressed and prevented in the future. Maintaining ethical standards is vital to our organization's reputation and success.

Thank you for your attention to this serious matter. I look forward to your prompt response and the necessary actions taken to resolve these concerns.

Sincerely,

[Your Name]