

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Manager's Name]**

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Subject: Formal Complaint Regarding Favoritism in Promotions**

Dear [Manager's Name],

I am writing to formally express my concerns regarding the recent promotion decisions within [Department/Company Name]. It has come to my attention that favoritism appears to have played a significant role in these decisions, undermining the principles of merit and fairness that should govern our workplace.

Specifically, I would like to point out the promotion of [Name of Promoted Employee], who, while talented, has not demonstrated the same level of commitment and performance as other candidates, such as myself and several colleagues. This raises concerns about the objectivity of the selection process and the message it sends to the rest of the team.

I believe that all employees should have an equal opportunity for advancement based on their skills and contributions. I urge you to review the promotion criteria and ensure a transparent and equitable process moving forward.

Thank you for your attention to this matter. I would appreciate the opportunity to discuss my concerns further.

Sincerely,

[Your Name]