

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

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

Dear [Recipient's Name],

I am writing to formally complain about the disciplinary action taken against me on [date of incident]. I believe this action was unfair and not consistent with the policies set forth by [Company/Organization Name].

On [specific date], I was accused of [briefly describe the incident or issue]. However, I feel that the decision to impose disciplinary action was unjust because [provide reasons why the action was unfair, including any evidence or witnesses if applicable].

According to [cite relevant policy, rule, or guideline], the procedure followed in my case was not adhered to, leading to a decision that I believe does not reflect the actual circumstances. I have attached supporting documents and evidence that validate my position.

I kindly request a review of this decision and an opportunity to discuss it further. I believe that addressing this issue will benefit both myself and [Company/Organization Name].

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

Sincerely,
[Your Name]