

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 express my concerns regarding the inconsistency in policy enforcement within [specific department or area of concern] at [Company/Organization Name].

On [specific date], I encountered a situation where [describe the incident briefly and the policy that was inconsistently enforced]. This experience was in stark contrast to [describe other instances or examples where the policy was enforced differently].

This inconsistency not only affects the morale of employees but also undermines the integrity of the policies that are meant to guide our operations. I believe that a unified approach to policy enforcement is crucial for maintaining a fair and equitable workplace.

I kindly request that you look into this matter and take the necessary steps to ensure that all policies are applied consistently. I am hopeful for a positive resolution and appreciate your attention to this important matter.

Thank you for your time and consideration.

Sincerely,  
[Your Name]