

[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]

Dear [Manager's Name],

I am writing to formally raise a concern regarding what I believe to be unequal pay practices within [Company's Name]. As you are aware, I have been employed at [Company's Name] since [Start Date] and hold the position of [Your Position].

Upon reviewing my compensation in comparison with colleagues holding the same or similar roles, I have found significant discrepancies that do not seem to be justified by differences in experience, responsibilities, or performance evaluations. Specifically, [briefly outline your findings, such as specific salaries or roles].

This situation not only affects my financial stability but also impacts overall morale and equity within our team. I believe that all employees deserve to receive fair compensation for their contributions regardless of gender, race, or other unjustified factors.

I respectfully request an investigation into this matter and a review of the pay structure within our department. I am looking forward to your prompt response, as I believe this issue should be addressed as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]