

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Unethical Sales Conduct

I am writing to formally notify you regarding certain unethical sales practices that have come to our attention within your team. It has been reported that [describe the specific unethical conduct, e.g., misrepresentation of products, pressure selling tactics, etc.].

Please understand that these actions not only violate our company's ethical guidelines but also compromise the trust our customers place in us. We take such matters seriously and expect immediate action to address these concerns.

We request a formal explanation of these actions by [specific deadline] and outline the steps taken to rectify this issue. Failure to comply may result in further disciplinary measures.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]