

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Concerns Regarding Sales Practices

We would like to bring to your attention some concerns regarding the sales practices observed in your recent transactions with our organization. It has come to our notice that several methods being employed do not align with our ethical standards and company values.

Specifically, we have identified issues such as [briefly outline specific inappropriate sales methods]. These practices not only raise ethical questions but also jeopardize the trust and integrity of our business relationship.

We kindly request that you review these concerns and take immediate corrective action to ensure compliance with all relevant regulations and ethical standards. We value our partnership and are committed to resolving any misunderstandings to foster a stronger, more transparent relationship moving forward.

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

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]