

Letter of Demand for Accountability

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand accountability regarding the professional conduct exhibited by [specific individual or department] on [specific date or timeframe]. It has come to my attention that [describe the incident or behavior that necessitates accountability].

As a [your position or relationship to the company, e.g., employee, client, stakeholder], I believe it is crucial to address this matter promptly to maintain the integrity of our professional environment. The actions noted are inconsistent with the values and standards upheld by [Company/Organization Name], and I request a thorough investigation into this matter.

I expect a response by [specific date], outlining the steps that will be taken to address this situation. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title, if applicable]