

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a grievance regarding an incident of discrimination that I have experienced at [Organization/Company Name], which I believe is in violation of [relevant policy/law, e.g., Title VII of the Civil Rights Act].

On [date of incident], I encountered a situation where [describe the incident, including specific details such as what occurred, who was involved, and the context]. This experience has made me feel [explain how the incident affected you, e.g., marginalized, disrespected, undervalued].

I believe this incident was based on [specify the basis of discrimination, e.g., race, gender, age, etc.], as evidenced by [provide any supporting details, witnesses, or documentation if available].

I kindly request that [specific action you would like the organization to take, e.g., an investigation, a meeting, policy review]. I hope that we can resolve this matter promptly and create a more inclusive and respectful environment for all employees.

Thank you for your attention to this serious matter. I look forward to your response.

Sincerely,
[Your Name]