

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a matter that has recently come to my attention regarding some unusual demands that have been presented.

[Clearly outline the strange demands, providing specific details and context. For example: "It has been noted that there is a requirement for all employees to submit their favorite flavors of ice cream as part of the performance review process."]

While I understand that creativity and engagement are important in our workplace, these demands seem to stray from our professional objectives and may not contribute positively to our work environment.

I would appreciate the opportunity to discuss this matter further to ensure we maintain a focus on our core responsibilities while fostering a positive culture.

Thank you for your attention to this unusual situation. I look forward to hearing your thoughts.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]