

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Branch Manager or HR Department]
[Company Name]
[Branch Address]
[City, State, Zip Code]

RE: FORMAL GRIEVANCE - DISCRIMINATORY TREATMENT

Dear [Name of Contact Person],

I am writing to formally lodge a grievance regarding discriminatory treatment I experienced at your [Branch Name/Location] on [Date] at approximately [Time].

The incident involved [Name(s) of Staff Involved, if known] and consisted of the following actions: [Provide a detailed description of the incident, including specific words used or actions taken].

I believe this treatment was discriminatory based on my [Protected Characteristic, e.g., race, gender, disability, age, religion], which is a violation of both [Company Name]'s internal policies and applicable equality laws. The conduct I experienced was unprofessional, offensive, and created a hostile environment.

As a result of this incident, I am requesting the following actions be taken:

- A thorough investigation into the incident.
- An explanation as to why this occurred.
- Information on the steps being taken to prevent future occurrences.
- [Optional: Any other specific resolution you seek].

I have attached [List any supporting documents, such as receipts, witness statements, or photos] for your review. I look forward to receiving a written acknowledgment of this grievance and a timeline for your investigation within [Number] business days.

Sincerely,

[Signature]

[Your Printed Name]