To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Complaint Letter About Racial Discrimination at the Workplace**

Dear Mr./Mrs. [name of the Recipient],

I, Joe Daniels, the Assistant Finance Manager at [name of the Company], am writing this letter to formally file a complaint against my manager, Mr. David White. In a meeting held on July 26, 2018., Mr. White passed on some hurtful remarks saying that “Joe is not going to get any promotion because we don’t promote Blacks here”. It hurts me to mention that he actually used the ‘N Word’. This racist comment was also heard by Nina Williams from the Accounts Department and Richard Summers from the Sales Department. You can also verify from them as they will surely confirm this for you.

This is a clear case of racial discrimination and it really hurt me emotionally and mentally and affected my productivity too. Therefore, I am asking for your support and help and to take the best possible action against Mr. White so that he never passes such types of comments ever again, at least at the workplace.

Feel free to contact me any time. Looking forward to a quick response from you.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]