

[Your Name]  
[Your Job Title]  
[Department]  
[Company Name]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]

Subject: Formal Workplace Complaint and Request for Official Apology

Dear [Recipient Name],

I am writing this letter to formally bring to your attention a matter of concern that has affected me in my professional capacity and to respectfully request an official apology regarding the incident that occurred on [date of incident] involving [briefly describe involved parties or location, if appropriate].

Specifically, the incident in question involved [provide a brief, factual, and objective description of the behavior, event, or statement that caused distress]. This occurrence has significantly impacted my work environment and sense of well-being, resulting in [briefly describe emotional, professional, or operational effects, such as feeling disrespected, loss of motivation, or disruption to work duties].

I believe that addressing this issue openly is an important step toward restoring professionalism, mutual respect, and a positive workplace atmosphere. I therefore respectfully request a sincere, official apology from [person or department responsible] for the incident outlined above. Such a gesture would demonstrate accountability and help rebuild trust and morale within our team.

I appreciate your prompt attention to this matter, and I remain committed to contributing positively to our organization. I am confident that a constructive dialogue and a meaningful resolution can be achieved.

Please let me know if a meeting would be appropriate to further discuss this incident and the steps to move forward. I look forward to your response.

Sincerely,  
[Your Name]