

[Your Name]

[Your Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Date]

To:

[Recipient Name or "To Whom It May Concern"]

[Title/Position]

[Company/Organization Name]

[Address]

[City, State, ZIP]

Subject: Discrimination Complaint

Dear [Recipient Name/Title],

I am writing to formally file a complaint regarding discrimination that I have experienced on the basis of [state protected characteristic, e.g., race, gender, disability, etc.] at [workplace/school/organization name] on [date(s) of incident].

[Describe in detail the nature of the discrimination, the events that occurred, persons involved, and the impact it has had on you. Include any relevant information, dates, and documentation.]

I request an immediate and thorough investigation into this matter, and appropriate corrective actions to be taken.

Please let me know the process for moving forward with this complaint and any support services that are available.

Sincerely,

[Your Name]
