

Formal Notice of Discrimination Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Notice of Discrimination Claim

Dear [Recipient's Name],

I am writing to formally notify you of a discrimination claim against [Company/Organization Name] regarding an incident that occurred on [Date of Incident]. The details of the incident are as follows:

[Brief description of the incident, including what happened, who was involved, and any witnesses or evidence that support your claim.]

I believe that this incident constitutes discrimination based on [describe the basis of discrimination: race, gender, age, etc.], which is in violation of [cite relevant laws or company policies].

I request that you take this matter seriously and conduct a thorough investigation into my claim. I would appreciate a response by [insert reasonable date for a response], outlining the steps that will be taken to address this issue.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]