

Equal Opportunity Violation Report

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally report an incident of what I believe to be a violation of equal opportunity policies within [Company/Organization Name]. The incident occurred on [Date of Incident] and involves [briefly describe the individuals involved, including your role].

The specific details of the incident are as follows:

- Date of Incident: [Insert Date]
- Time of Incident: [Insert Time]
- Location of Incident: [Insert Location]
- Description of the Incident: [Provide detailed description of the incident]
- Witnesses: [List any witnesses, if applicable]

I believe this incident is in violation of [cite specific company policies or laws, if applicable]. It has significantly impacted [explain the impact on yourself or others].

I kindly request that this report be taken seriously and addressed promptly. I am available for further discussion regarding this matter and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]