

# Civil Rights Violation Inquiry

Date: [Insert Date]

[Your Name] [Your Title] [Your Organization] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient's Name] [Recipient's Title] [Recipient's Organization] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry into Alleged Civil Rights Violations

I am writing on behalf of [Your Organization] to formally inquire into the alleged civil rights violations that occurred on [Insert Date of Incident] involving [Brief Description of the Incident]. We take these allegations seriously and are committed to ensuring a thorough investigation is conducted.

We kindly request that you provide us with any relevant documentation, reports, or witness statements related to this incident by [Insert Deadline]. Your cooperation is crucial for us to address these concerns effectively and uphold the principles of justice and equality.

Thank you for your prompt attention to this matter. Should you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name] [Your Title] [Your Organization]