

Acknowledgment of Discrimination Allegations

Date: [Insert Date]

[Insert Your Name]

[Insert Your Title]

[Insert Company/Organization Name]

[Insert Company Address]

[Insert Complainant's Name]

[Insert Complainant's Address]

Dear [Insert Complainant's Name],

We are writing to acknowledge receipt of your recent allegations of discrimination submitted on [Insert Date of Allegation]. We take such allegations very seriously and appreciate you bringing this matter to our attention.

Please be assured that we will conduct a thorough investigation into your claims. It is our priority to ensure a fair and respectful workplace for all employees. We will keep your information confidential to the extent possible and will communicate with you throughout the process.

If you have any further information to provide or if you have questions regarding the process, please feel free to reach out to me at [Insert Phone Number] or [Insert Email Address].

Thank you for your patience and understanding as we address this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company/Organization Name]