

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of our intent to investigate the allegations of discrimination that have been brought to our attention. We take these allegations very seriously and are committed to ensuring a fair and thorough investigation.

As part of this process, we will be gathering information and speaking with relevant parties involved in the situation. We ask for your cooperation during this time as we seek to understand the circumstances and address any concerns.

Please note that retaliation against individuals who participate in the investigation is strictly prohibited. Our goal is to maintain a safe and supportive environment throughout this process.

We appreciate your attention to this important matter, and we will keep you informed of any developments as we proceed with our investigation.

If you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]