

Civil Rights Violation Notification

Date: [Insert Date]

To: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

I am writing to formally notify you of a potential violation of civil rights that has occurred within your organization. It has come to our attention that [briefly describe the incident or issue, including relevant dates, locations, and parties involved].

As you are aware, these actions contravene the principles established under [cite relevant civil rights laws or regulations]. Such violations not only harm the affected individuals but also undermine the mission and values of your organization.

We request that you investigate this matter promptly and take appropriate corrective actions. Please provide us with a written response detailing your organization's findings and proposed actions by [set a deadline, e.g., "within 30 days"].

Thank you for your attention to this serious matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]