

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my discrimination report submitted on [date of submission]. As of today, I have not received an update regarding the status of the investigation.

It is essential for me to understand the progress made towards addressing this serious issue. I believe timely communication can help assure all parties involved that the matter is being handled appropriately.

Please let me know if there are any further actions required on my part or if additional information can be provided to facilitate the investigation.

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

Sincerely,

[Your Name]