

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Civil Rights Infringement

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding an infringement of my civil rights that occurred on [date of incident]. The details of the incident are as follows:

[Provide a detailed description of the incident, including what happened, where it occurred, and any individuals involved. Be sure to include specific information about how your civil rights were violated.]

I believe that the actions taken against me constitute a violation of my civil rights as guaranteed under [mention relevant laws, regulations, or constitutional rights]. I have attached copies of any relevant documents and evidence to support my claim.

I respectfully request that you investigate this matter thoroughly and take appropriate action to address this violation. I would appreciate a prompt response regarding the steps that will be taken in this regard.

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

Sincerely,

[Your Name]