

Notification of Civil Rights Discrimination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of an incident of civil rights discrimination that I experienced on [insert date of incident]. The details of the incident are as follows:

- **Description of Incident:** [Provide a detailed description of the incident]
- **Location of Incident:** [Insert location]
- **Witnesses:** [List witnesses, if any]

This behavior is in violation of [mention applicable laws or policies]. I expect prompt action to address this situation and to prevent future occurrences.

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

Sincerely,

[Your Name]