

# Discrimination Allegation Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally allege that I have experienced discrimination in my employment with [Company Name]. I believe that I have been treated unfairly based on [specific characteristic, e.g., race, gender, age], which is in violation of [relevant law or policy, e.g., Title VII of the Civil Rights Act].

Details of the incident(s) include:

- [Describe incident 1]
- [Describe incident 2]
- [Describe any relevant witness or evidence]

Despite my efforts to address these issues internally, [describe any prior attempts to resolve the matter, if applicable].

I urge you to treat this matter with the seriousness it deserves and to take appropriate action regarding this allegation. I am looking forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]