

# Formal Discrimination Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to formally notify you of an incident of discrimination I experienced on [insert date of incident] at [insert location/event].

The incident involved [briefly describe the nature of the discrimination, e.g., race, gender, age, etc.], and I believe that it was unlawful and in violation of [specify relevant policies, laws, or regulations].

Specifically, [provide details of the incident, including any witnesses, if applicable].

I request an investigation into this matter and a written response outlining the actions that will be taken to address my concerns. It is important to me that this issue is handled appropriately to ensure that no one else experiences similar treatment.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]