

Student Notification of Discrimination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution or Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally notify you of an incident of discrimination that I experienced on [insert date of incident]. This incident occurred at [insert location], involving [describe the person or group involved, if applicable].

The nature of the discrimination I faced was [briefly describe the type of discrimination, e.g., based on race, gender, disability, etc.]. I believe this behavior is a violation of [reference any relevant policies, codes of conduct, or laws].

I have attached any supporting documents and evidence related to the incident, including [list any attachments, such as photos, emails, or witness statements]. I kindly request that you look into this matter promptly and take appropriate action to address it.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]