

# Demand for Resolution of Discrimination Incident

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an incident of discrimination that I experienced on [date of incident] at [location of incident]. The discriminatory actions taken against me included [briefly describe the incident, including specific details].

This incident not only made me feel [describe feelings, e.g., unsafe, uncomfortable] but also violates [mention any relevant company policies, state laws, or federal regulations].

I request that you investigate this matter thoroughly and take appropriate action to resolve the issues at hand. I would appreciate a prompt response detailing the steps you plan to take regarding this situation.

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

Sincerely,

[Your Name]