

# Equal Opportunity Employment Policy Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a copy of your Equal Opportunity Employment policy. As an advocate for fair and equitable hiring practices, I believe it is important to understand the policies your organization has in place to promote diversity and inclusion in the workplace.

Having access to this policy will provide me with insights into your commitment to equal opportunity for all employees and applicants, as well as your strategies for creating an inclusive work environment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]