

Formal Complaint Letter

Date: [Insert Date]

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

[Recipient Name]
[Title]
[Department Name]
[State Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding discrimination I have experienced at [Location or Context], which I believe contravenes the principles of equal treatment as outlined in [Relevant Law or Policy].

On [Date of Incident], I faced [Describe the incident in detail, including who was involved, what occurred, and the impact it had on you]. This experience was not only distressing but has also led to [explain any subsequent effects, such as emotional distress, financial loss, etc.].

Despite my attempts to resolve this matter [mention any prior attempts to address the issue], I have seen no improvement in the situation.

I urge your office to investigate this incident thoroughly and take appropriate action to ensure that discrimination in our community is addressed and prevented in the future.

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]