

Sample Discrimination Complaint Letter

Subject: Formal Discrimination Complaint

Dear [Recipient's Name],

I am writing this letter to formally lodge a complaint of discrimination that I have experienced in [describe the context or specific incident where discrimination occurred]. I believe that my rights have been violated, and it is important to bring this matter to your attention in order to seek resolution and prevent similar incidents in the future.

I am an [employee/tenant/customer/student, etc.] and have been a [length of association] with [company/organization name]. I have always endeavored to carry out my responsibilities diligently and contribute positively to the workplace/environment. However, I regret to inform you that I have been subjected to discrimination based on [protected characteristic(s) such as race, gender, age, religion, disability, etc.].

The specific incidents of discrimination that I have encountered include, but are not limited to:

1. [Describe the incident(s) in detail, including dates, locations, individuals involved, and any witnesses present.]
2. [Provide additional incidents, if applicable.]

These actions have created an intimidating and hostile work/learning/living environment for me, and I firmly believe they violate both company policies and federal/state laws prohibiting discrimination.

I would like to bring your attention to the relevant laws and policies that protect individuals from discrimination, such as [mention specific laws, regulations, or policies that are applicable in your jurisdiction]. These laws emphasize the importance of promoting equal opportunities and maintaining a respectful and inclusive environment for all individuals.

As a result of the discrimination I have faced, I have experienced [describe the impact on your emotional well-being, work performance, academic progress, or any other relevant effects].

Discrimination not only affects the targeted individual but also undermines the overall morale and productivity of the workplace/school environment.

I kindly request that you undertake a thorough investigation into these allegations, taking appropriate action to rectify the situation and prevent future occurrences of discrimination. I would appreciate being informed of the steps you plan to take to address this matter and ensure that all employees/students/customers are treated fairly and without bias.

Please note that I am open to resolving this issue amicably and constructively. If it would be helpful, I am willing to participate in mediation or any other conflict resolution process to find a satisfactory resolution. I trust in your commitment to fostering a discrimination-free environment and to upholding the values of equality and fairness.

I have attached any supporting documentation or evidence that may assist in your investigation of this matter. Please treat this complaint with the utmost confidentiality and sensitivity.

I expect a prompt response within [reasonable timeframe, e.g., 10 business days] acknowledging the receipt of this complaint and outlining the next steps in addressing this issue. Failure to respond or adequately address this complaint may leave me with no choice but to pursue legal remedies available to me.

Thank you for your attention to this serious matter. I believe that by working together, we can rectify the situation and create a more inclusive and respectful environment for everyone involved.

Sincerely,

[Your Name]