

# DISCRIMINATION LETTER

Sender Name: \_\_\_\_\_

Sender Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Recipient Title/Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Dear Sir or Madam,

This letter is a formal notification concerning an incident of discrimination that I have experienced. It is my intention to bring this matter to your attention in order to seek resolution and ensure compliance with applicable United States anti-discrimination laws.

**1. Description of the Incident**

On the occasion in question, I was subjected to discriminatory actions based on a protected characteristic under federal law, including but not limited to race, color, national origin, sex, disability, age, religion, or any other status protected by law. The details of the incident are as follows: [Provide a detailed and factual description of the discriminatory conduct, including dates, locations, and persons involved].

**2. Impact of the Discrimination**

The discriminatory conduct adversely affected my rights and opportunities, including but not limited to [describe impacts such as employment, housing, education, access to services, or other relevant areas]. This treatment was unfair, unlawful, and contrary to established policies and statutes.

**3. Applicable Laws**

This discrimination violates various federal laws, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Fair Housing Act, and other applicable statutes prohibiting discrimination. Such laws provide protections against discrimination in the workplace, housing, education, and public accommodations.

#### **4. Requested Resolution**

I respectfully request that your organization take immediate and appropriate actions to address and rectify this discriminatory conduct, including but not limited to: a thorough investigation of the incident; implementation of corrective measures to prevent future occurrences; reasonable accommodation if applicable; and any other relief deemed necessary to ensure compliance with the law.

#### **5. Good Faith Effort to Resolve**

I am willing to engage in dialogue and cooperate fully to resolve this matter amicably and expeditiously. Please consider this letter as an earnest attempt to resolve this issue outside of formal legal proceedings.

#### **6. Preservation of Rights**

Please be advised that this letter does not waive any rights I may have under federal, state, or local laws. I reserve the right to pursue all available remedies, including filing a complaint with the Equal Employment Opportunity Commission (EEOC), the Department of Housing and Urban Development (HUD), or other relevant agencies, and to seek legal redress through the courts.

#### **7. Confidentiality and Non-Retaliation**

I request that this matter be handled with the utmost confidentiality. Furthermore, I expect that no retaliation of any kind will be taken against me for raising this concern, as retaliation is prohibited by law.

#### **8. Contact Information and Next Steps**

Please contact me at your earliest convenience at the phone number or email address listed above to discuss the next steps. I look forward to your prompt response and cooperation in resolving this serious matter.

Sincerely,

**Sender Signature**

**Date**

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Printed Name

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