

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Commitment to Equal Opportunity

We at [Your Organization's Name] are committed to fostering an inclusive environment that respects and appreciates the diversity of our workforce. Our organization embraces principles of equal opportunity in recruitment, hiring, training, promotions, and other employment practices.

We believe that a diverse team contributes to our collective success and enhances our ability to serve our community effectively. We are dedicated to providing equal employment opportunities to all individuals, regardless of race, color, religion, gender, sexual orientation, age, national origin, disability, or any other status protected by law.

In pursuit of this commitment, we will actively take steps to ensure that our policies and practices promote equity and inclusion. This includes regular training and awareness initiatives aimed at reinforcing our values around diversity.

Thank you for your continued support in creating a positive and inclusive workplace.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]