

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equal Opportunity Statement

At [Your Company], we are committed to providing equal employment opportunities to all individuals regardless of race, color, religion, gender, sexual orientation, age, disability, or national origin. Our goal is to create a diverse and inclusive workplace that promotes innovation and growth for all employees.

We believe that diversity enhances our team dynamics and enriches our corporate culture. [Your Company] is dedicated to preventing discrimination and fostering an environment where everyone feels respected and valued.

We actively seek to recruit a diverse workforce and ensure that our hiring practices, promotions, and training programs are designed to support this commitment.

If you have any questions or would like further information about our equal opportunity policy, please do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]