

****FVRC-P Letter Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

****F: Facts****

1. [State the relevant facts clearly and concisely.]
2. [Include any important dates, figures, or events.]
3. [Mention any previous correspondence related to the matter.]

****V: Violations****

1. [Identify any violations of policy, law, or agreement.]
2. [Provide specifics regarding how these violations affect you or your position.]

****R: Remedies****

1. [Outline the remedies you are seeking.]
2. [Specify any actions you expect the recipient to take.]

****C: Conclusion****

1. [Summarize the key points and reinforce your request for resolution.]
2. [Express a desire for future communication and resolution.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]