

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Office for Civil Rights
U.S. Department of Health & Human Services
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, D.C. 20201

Dear Sir/Madam,

Subject: Complaint Against [Entity/Organization Name]

I am writing to formally file a complaint against [Entity/Organization Name] regarding [brief description of the issue]. The incident occurred on [date of incident], and my concern involves [specific details of the complaint, including any relevant facts and circumstances].

[Include additional details such as the names of individuals involved, the specific laws or regulations that were violated, and any attempts made to resolve the issue directly with the entity.]

I request that your office investigate this matter and take appropriate action to address my concerns. I am prepared to provide any further information necessary to support my complaint.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Title/Organization (if applicable)]

Enclosures: [List any enclosed documents, if applicable]