

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Avenue, SW
Room 509F
Washington, DC 20201
Subject: Complaint Regarding [Issue/Violation]
Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally submit a complaint regarding [specific issue or violation related to health and human services].
Details of the Complaint:
- **Date of Incident:** [Insert date]
- **Location:** [Insert location]
- **Parties Involved:** [List names or organizations involved, if applicable]
- **Description of Events:** [Provide a clear, concise account of what happened, including relevant background information]
Impact:
[Explain how this issue has affected you or others. Be specific about the consequences.]
I believe this matter warrants immediate attention because [state why you feel strongly about this issue and why it is important].
Requested Action:
I am seeking [describe the resolution or action you are asking the HHS to take].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]