

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Office for Civil Rights, HHS]

[Address]

[City, State, Zip Code]

Subject: Response to Complaint [Case Number]

Dear [Recipient's Name],

We are writing in response to the complaint filed with the Office for Civil Rights (OCR) regarding [brief description of the complaint]. We take these concerns seriously and appreciate the opportunity to address them.

1. ****Summary of the Complaint****:

[Provide a brief summary of the complaint and the issues raised.]

2. ****Investigation and Findings****:

[Outline the steps taken to investigate the complaint, including any interviews conducted, documents reviewed, etc.]

3. ****Response to Allegations****:

[Address each allegation specifically, presenting your findings and any supporting evidence or explanations.]

4. ****Corrective Actions Taken****:

[Detail any measures your organization has implemented or plans to implement to resolve the issues raised in the complaint.]

5. ****Conclusion****:

[Summarize your response and express your commitment to compliance and improving processes.]

We appreciate your attention to this matter and are committed to ensuring that all individuals receive equitable treatment in our operations.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have further questions or need additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]