

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Office of Civil Rights]
U.S. Department of Health & Human Services
[Address]
[City, State, Zip Code]
Subject: Complaint Against [Entity/Organization Name]
Dear [Recipient's Name],
I am writing to formally file a complaint against [Entity/Organization Name] regarding [briefly state the issue, e.g., discrimination, violation of privacy, inadequate services, etc.].
Details of the Complaint:
1. ****Description of Incident****: [Explain what happened, including dates, specific incidents, and any individuals involved.]
2. ****Impact****: [Describe how this has affected you or others.]
3. ****Previous Actions Taken****: [Mention if you have addressed the issue with the entity directly and any responses received.]
I believe that [Entity/Organization Name] has violated my rights as outlined in [mention relevant laws or regulations, e.g., HIPAA, ACA, etc.], and I am seeking intervention to address this matter.
Attached to this letter are [list any documents you are including, such as evidence, communications, etc.] that support my complaint.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]