

[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  
Washington, D.C. 20201

Subject: Complaint Against [Entity Name]

Dear Sir/Madam,

I am writing to file a formal complaint against [Entity Name] for violations of [specific laws or regulations, e.g., HIPAA, Title VI, etc.].

I believe that [briefly describe the nature of the complaint, including key details such as the incident date, location, and individuals involved].

As a result of these actions, I have experienced [briefly explain the impact or harm caused].

I request that your office investigate this matter and take appropriate action to address these violations.

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

Sincerely,

[Your Name]