

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally submit a complaint regarding a violation of human rights that I have experienced/observed.
Subject of Complaint:
[Briefly describe the issue and the individuals involved.]
Details of the Incident:
[Provide a detailed account of the incident, including dates, locations, and any relevant circumstances.]
Impact of the Violation:
[Explain how this violation has affected you or others involved, including emotional, physical, and societal impacts.]
Supporting Evidence:
[List any evidence you are including, such as documents, photos, witness statements, etc.]
Desired Outcome:
[State what you hope to achieve through this complaint, whether it's an investigation, policy change, or another resolution.]
Thank you for your attention to this serious matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]