

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Notification of Human Rights Infringement

Dear [Recipient's Name],

I am writing to formally notify you of a human rights infringement that has occurred on [date of the incident] involving [brief description of the incident or individuals involved].

Details of the Incident:

- Date and Time: [Insert date and time]
- Location: [Insert location]
- Description: [Provide a detailed description of the infringement]
- Individuals Involved: [List any relevant individuals or groups]

This incident constitutes a violation of [mention specific human rights or laws]. I believe it is crucial for this matter to be addressed promptly to ensure accountability and prevent further infringements.

I request that an investigation be conducted into this matter, and I look forward to your response outlining the actions that will be taken.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]
[Your Position, if applicable]