

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

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

Dear [Recipient's Name],

Subject: Reporting Human Rights Abuses

I am writing to bring to your attention serious human rights abuses occurring in [specific location or context]. These violations include [briefly describe the abuses, e.g., unlawful detentions, torture, discrimination, etc.].

Details of the incidents are as follows:

1. [First incident: date, location, individuals involved, brief description]
2. [Second incident: date, location, individuals involved, brief description]
3. [Additional incidents as needed]

I urge you to investigate these matters thoroughly and take appropriate action to ensure accountability and protection for those affected.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]