

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

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

Dear [Recipient's Name],

Subject: Report of Human Rights Infringement

I am writing to formally report an incident involving a potential infringement of human rights that occurred on [date] at [location].

****Description of the Incident:****

On [specific date], I witnessed/experienced [brief description of the event, including relevant details such as time, location, and individuals involved]. This incident raises serious concerns regarding the violation of [specific human rights, e.g., freedom of expression, right to security, etc.].

****Details of the Victim(s):****

- Name of the victim(s): [Victim's name(s)]
- Age: [Age]
- Nationality: [Nationality]
- Any other relevant identifying information: [e.g., occupation, role, etc.]

****Details of the Perpetrator(s):****

- Name of the perpetrator(s) (if known): [Perpetrator's name(s)]
- Title/Position: [Title/Position]
- Organization/Agency: [Organization's name, if applicable]

****Evidence:****

I have gathered the following evidence that supports my claim:

- [List any documents, photographs, video evidence, witness statements, etc.]

****Impact on the Victim(s):****

The incident has resulted in [describe the impact on the victim(s), including physical, emotional, and any other consequences].

****Request for Action:****

I kindly request that your organization investigate this matter thoroughly and take appropriate action to address the infringement of human rights. It is crucial that steps are taken to prevent such occurrences in the future and to ensure justice for the victim(s). Thank you for your attention to this serious matter. I am available for further discussion and can provide additional information upon request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]