

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Employer Name]
[Recipient Name/Title]
[Company Address]

RE: NOTICE OF LEGAL DISPUTE AND DEMAND FOR SETTLEMENT

Employee: [Your Name]
Termination Date: [Date of Termination]

Dear [Recipient Name],

I am writing this letter to formally notify [Company Name] of my intent to pursue legal action for wrongful termination based on racial discrimination, in violation of Title VII of the Civil Rights Act of 1964 and [State] labor laws.

I was employed by [Company Name] from [Start Date] until my termination on [Termination Date]. During my tenure, I performed my duties with diligence and met professional expectations. However, I was subjected to a hostile work environment and disparate treatment based on my race.

Specifically, the following incidents occurred:

- [Describe specific discriminatory remark or incident]
- [Describe instance of being treated differently than non-minority coworkers]
- [Describe any complaints you made to HR and how they were ignored]

My termination was not based on job performance, but was a pretext for racial discrimination and/or retaliation. This unlawful action has caused me significant financial loss, emotional distress, and damage to my professional reputation.

In the interest of resolving this matter without litigation, I am prepared to release all claims against [Company Name] in exchange for a settlement of [Dollar Amount]. This amount covers back pay, front pay, and compensatory damages.

Furthermore, I demand that [Company Name] preserve all evidence related to my employment, including emails, personnel files, performance reviews, and communication regarding my termination.

Please respond to this letter by [Date, e.g., 14 days from today]. If I do not hear from you, I will proceed with filing a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursuing a lawsuit in civil court.

Sincerely,

[Your Signature]

[Your Printed Name]