

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

[Date]

[Employer Name/Company Name]
[Recipient Name/Title, e.g., HR Director or Legal Counsel]
[Company Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE AND SETTLEMENT DEMAND

Employee: [Your Name]

Dear [Recipient Name],

I am writing this letter to formally notify [Company Name] of my claims regarding racial discrimination, harassment, and [mention any other claims, e.g., retaliation or wrongful termination] that I have experienced during my employment.

I was subjected to a hostile work environment and disparate treatment based on my race. Specifically, these incidents include, but are not limited to:

- [Insert Date/Description of discriminatory event 1]
- [Insert Date/Description of discriminatory event 2]
- [Insert Date/Description of discriminatory event 3]

Despite my reports to [Name of Supervisor/HR] on [Date], no effective remedial action was taken to resolve these issues. These actions are in direct violation of Title VII of the Civil Rights Act of 1964 and [Insert State/Local Anti-Discrimination Laws].

As a result of these discriminatory actions, I have suffered significant damages, including [mention lost wages, emotional distress, or loss of benefits].

While I am prepared to pursue this matter through the Equal Employment Opportunity Commission (EEOC) and subsequent litigation in federal court, I am willing to resolve this matter at this time to avoid the costs and publicity of legal proceedings. I am demanding a settlement in the amount of \$[Insert Amount] to release all claims against [Company Name].

Please respond to this demand by [Insert Date, e.g., 10 business days from now]. If I do not receive a response by this date, I will proceed with formal legal action.

Sincerely,

[Your Signature]

[Your Printed Name]