

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Rights and Responsibilities

Dear [Recipient Name],

The purpose of this letter is to provide you with formal notification regarding your rights and responsibilities as a [Client/Employee/Participant] of [Organization Name].

Your Rights:

- The right to be treated with dignity, respect, and courtesy.
- The right to receive clear and accurate information regarding [Services/Employment].
- The right to privacy and confidentiality of your personal records.
- The right to file a formal complaint or grievance without fear of retaliation.
- The right to [Insert Specific Right].

Your Responsibilities:

- The responsibility to provide accurate and complete information.
- The responsibility to treat staff and other participants with respect.
- The responsibility to follow the rules and regulations of [Organization Name].
- The responsibility to notify us immediately of any changes to your [Contact Information/Status].
- The responsibility to [Insert Specific Responsibility].

Please review these points carefully. If you have any questions or require further clarification, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

By continuing your engagement with [Organization Name], you acknowledge that you have received and understood these terms.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]