

[Date]

[Investigator Name]

U.S. Equal Employment Opportunity Commission

[EEOC District Office Address]

[City, State, Zip Code]

RE: [Charging Party Name] v. [Respondent/Company Name]

EEOC Charge Number: [Insert Number]

Response to Request for Information (RFI)

Dear [Investigator Name],

On behalf of [Respondent/Company Name], we are submitting this response to the Request for Information (RFI) dated [Date of RFI] regarding the above-referenced charge of discrimination.

The Respondent's responses to the specific requests are set forth below:

Response to Request No. 1:

[Provide the specific information or document requested. Example: Please find attached the personnel file for the Charging Party, labeled as Exhibit A.]

Response to Request No. 2:

[Provide the specific information or document requested. Example: The company policy regarding anti-harassment is attached as Exhibit B.]

Response to Request No. 3:

[Provide the specific information or document requested. If objecting or if information does not exist, state: Respondent objects to this request on the grounds of (relevance/breadth) or Respondent has no records responsive to this request.]

[Continue numbering as necessary for all requests]

Respondent reserves the right to supplement or amend these responses should additional information become available during the course of its internal investigation. Please contact me at [Phone Number] or [Email Address] if you require further clarification.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]

Enclosures:
[List Exhibits/Attachments]