

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

[Date]

[Investigator Name]
Equal Employment Opportunity Commission
[EEOC Field Office Address]

RE: Submission of Supplemental Evidence

Charging Party: [Your Full Name]

Respondent: [Employer Name]

EEOC Charge Number: [Your Charge Number]

Dear [Investigator Name],

I am writing to provide supplemental evidence regarding my ongoing discrimination charge currently under investigation by your office.

The enclosed documents are intended to support my allegations and provide further clarification on the issues previously raised. This new information includes:

- [Description of Document 1, e.g., Email dated MM/DD/YYYY regarding...]
- [Description of Document 2, e.g., Performance review or witness statement from...]
- [Description of Document 3, e.g., Documentation of a recent retaliatory action...]

This evidence is relevant to my case because [briefly explain how these documents prove discrimination or retaliation].

Please add these materials to my investigative file. I remain available to discuss this new information or answer any questions you may have at [Your Phone Number].

Thank you for your continued attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List total number of pages or specific attachments]