

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

[Date]

[Name of Investigator/Director]  
Equal Employment Opportunity Commission (EEOC)  
[EEOC District Office Address]

**RE: Request for Issuance of Notice of Right to Sue**

**Charging Party:** [Your Full Name]

**Respondent:** [Employer Name]

**EEOC Charge Number:** [Your Charge Number]

Dear [Name of Investigator or Director],

I am writing to formally request that the EEOC issue a Notice of Right to Sue regarding the above-referenced charge. It has been more than 180 days since I filed my charge of discrimination with the EEOC.

I have decided to pursue this matter through private litigation in federal court. Therefore, I request that the EEOC terminate its processing of this charge and issue the Notice of Right to Sue immediately.

Please send the Notice of Right to Sue to my mailing address listed above. If you have any questions or require additional information, please contact me at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]