

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Charge No.
Charging Party: Name
Respondent: Name

Dear Name:

This letter is to notify you that we represent Name, a charging party, as legal counsel. Pursuant to the Freedom of Information Act, we hereby request complete access to the files of the EEOC relating to the above referenced charge.

The charge of discrimination was filed on Date. By your letter dated Date, we have been notified that the Commission has terminated its investigation of the above referenced respondent under the Age Discrimination Employment Act.

Access is requested for the purpose of reviewing information in connection with contemplated litigation against the respondent. Please notify me at your earliest convenience as to a date and time for examination of the files and your office's procedure for obtaining copies of the information. Your prompt attention to this request will be greatly appreciated.

Sincerely,

Name

By:
Name

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