

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

<date>

<Name>

<address>

<address>

<address>

Re: \_\_\_\_\_

Dear <Name>:

Enclosed herewith please find a copy of the Determination Letter from the EEOC which we discussed last week. As I told you in our telephone conversation, the EEOC determined that there was no basis for \_\_\_\_\_'s claim of religious discrimination. However, as I explained, \_\_\_\_\_ has 90 days within which to file a federal court discrimination suit.

Should you have any questions or desire to discuss the Determination Letter further, please do not hesitate to call

Sincerely,

BY:

/  
Enclosure