

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

<date>

<Name>

U. S. Equal Employment Opportunity Commission

<address>

<address>

<address>

**Re: Charge No.** \_\_\_\_\_  
**Charging Party** \_\_\_\_\_  
**Respondent:** \_\_\_\_\_

Dear <Name>:

We represent \_\_\_\_\_ ("\_\_\_\_\_"). Pursuant to the Freedom of Information Act, we hereby request a copy of the file of the EEOC relating to the above referenced charge. In particular, we are interested in determining the date the Charging Party received his copy of the Right to Sue Letter.

Access is requested for the purpose of reviewing the information in connection with the litigation which the Charging Party has filed against \_\_\_\_\_. Please notify me at your earliest convenience as to when a copy of the information will be available. Your prompt attention to this request will be greatly appreciated.

Sincerely,

BY:

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