

This is a WSU Extension Civil Rights Compliance Sample.

Letter to Organization that Discriminates

Example

DATE

NAME OF RECIPIENT

OFFICE HELD

NAME OF GROUP

ADDRESS

CITY, STATE ZIP

Dear (NAME):

We regret that we must terminate assistance or program presentation to your organization because we have learned that it discriminates against persons because of their race, color, national origin, sex, handicap or religion. We will be happy to renew service to your group whenever we learn that the discrimination has ceased.

We are required to take this action by the Secretary of Agriculture, USDA, in order that we may comply with the Civil Rights Act of 1964 and/or the Education Amendment of 1972. Our failure to comply could result in loss of federal funds or in our being sued.

Sincerely,

(WSU EXTENSION FACULTY, STAFF OR VOLUNTEER NAME)