Harassment Complaint – Services - Letter

*Your address*

*Date*

*Organisation’s Name  
Organisation’s Address*

Dear (*Insert the name of the person you are writing to*)

**Subject: *Say what your letter is about***

Please accept this letter as a formal complaint of harassment which occurred at (*name of organisation*).

*(Describe what has happened and the impact it has had on you. If comments/jokes/pictures/ physical behaviour etc. was involved, detail these. Explain the effect the unwanted conduct had on you. Be clear and concise)*

The Equality Act 2017 (‘the Act’) says that I am protected against unlawful discrimination by you as a service provider because of (*name the protected characteristic, insert for example, disability, race etc.)*

Harassment is defined in the Act as unwanted conduct related to a relevant protected characteristic, and has the purpose an effect of:

* violating my dignity; or
* creating an intimidating, hostile, degrading, humiliating or offensive environment for me.

I would like you to investigate my complaint and try to resolve this issue as soon as possible.

I look forward to receiving your response in writing within 28 days from receipt of this letter.

Yours *sincerely/faithfully*

*Your name*