Premises - Harassment

*Your address*

*Date*

*Name of controller/Landlord*

*Address*

Dear

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

I would like you to accept this letter as a formal complaint of harassment within the premises.

*(Describe what has happened and the impact it has had on you. Explain the unwanted conduct. Give the facts of the case, being specific and clear)*

*(Explain how the unwanted conduct had the purpose or effect of violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for you.)*

The harassment provisions in the Equality Act 2017 place a duty on the *controller of the* *premises/Landlord* to ensure they do not engage in unwanted conduct relating to (*state your protected characteristic i.e. race, sexual orientation, gender etc.)* which has the purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.

I have tried to resolve the matter informally (*explain what steps you have taken to resolve the issue*) but I have not received a satisfactory outcome. I am making a formal complaint and I would like an explanation as to why I was treated in this way. In your response please let me know of your plans to rectify this situation and how you intend to prevent this from happening again.

Please provide your response in writing within 28 days from receipt of this letter.

Yours *sincerely/faithfully*

(*Your name*)