

Direct Discrimination - Premises – 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 direct discrimination.

(Describe what has happened and the impact it has had on you. Explain the unfavourable treatment and why this is because of your sex, race, or other protected characteristic. Give the facts of the case being specific and clear.)

I believe that the only reason for this treatment was because of my (*race, sex, sexual orientation etc.*)

The Equality Act 2017 places a duty on the (*controller of the premises/landlord*) to ensure they do not subject individuals to less favourable treatment because of their (*state your protected characteristic i.e. race, sex, sexual orientation etc.*)

I have tried to resolve the matter informally by (*explain what you have done to resolve this issue and when*) 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.

I would like you to investigate my complaint with a view to resolving the issue I have raised and look forward to receiving your response within 28 days of receiving this letter.

Yours *sincerely/faithfully*

Your name