

Victimisation - Service

*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 victimisation which occurred at (*name of organisation*).

*(Describe what has happened and the impact it has had on you. Explain the protected act in question and why you believe you have been subjected to a detriment because of this).*

*(If you have attempted to resolve this situation before writing this letter, explain who you spoke with, their job title and when you spoke to them)*

The Equality Act 2017 ('the Act') places a duty on the service provider to ensure they do not subject another person to a detriment because they have carried out a protected act.

In the Act a person victimises the other if they subject them to a detriment because of a protected act or because it is believed that a person has done, or may do a protected act in the future which is done in good faith. Each of the following is a protected act:

- bringing proceedings under the Equality Act 2017;
- giving evidence or information in relation to proceedings;
- doing something for the purposes of or in connection with the Act;
- making an allegation that the Act has been contravened.

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*