Victimisation - Service

Your address

Date

Organisations Name
Organisations 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 made a formal complaint.

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 these proceedings;
- Doing something for the purposes of or in connection with this Act;
- Making an allegation that this 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