Victimisation Complaint – Service – **PLEASE DELETE**

Your Address

Enter Organisations Name

Enter Organisations Address

Date:

Dear (Enter name of person you are writing to),

**Subject:** (Title of your letter/what is it about)

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

**See Template Letter Guidance for information on what to include in this section.**

(Full details of the case, 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 2010 (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 another 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 2010;
* 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 which I have raised as soon as possible.

I look forward to receiving your response within 28 days from the date of receiving this letter.

Yours sincerely/faithfully, (Delete as appropriate)

(Full name)