(Education – Harassment) **PLEASE DELETE**

Your address

**Enter Education Provider’s name**

**Enter Address**

**Date**

Dear \_Enter name of person you are writing to\_\_\_\_,

**Subject: (say what your letter is about)**

I would like you to accept this letter as a formal complaint of harassment at (enter the name of the college or university).

* (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 Equality Act 2010 under the harassment provisions places a duty on the (enter name of the college or university) to ensure they do not engage in unwanted conduct relating to my disability and the conduct has the purpose or effect of violating my dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for me.

I have tried to resolve the matter informally (explain what steps you have taken to resolve the issue, what date you spoke to them and who you have spoken to) 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 can you please let me know of your plans to rectify the 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 (Delete as appropriate)

(Your name)