Jeanette Porter

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May 23, 22

Dear Resident

4321 First Street

Anytown, State ZIP

Dear Resident,

On (date) you reported an act of harassment against you by another resident hoping we could evict that person from the community. We take all complaints seriously and performed an investigation regarding the incident. We spoke with other witnesses and viewed the community video from that period. After the investigation, I have found you were the person causing the harassment in (area of the community) at (event or time). I did see the other resident in question try to avoid the conflict and get on with the festivities.

It is hard at times to know what is the proper way to address situations with others to avoid conflict. You play a part in this process as every resident has the right to live free from discrimination and harassment. If I missed anything in my investigation please let me know and I can look into it further. Please refrain from directing any emotions or anger at the other party involved as this could result in further action including legal action that could result in eviction.

At this time I am asking you to take part in our race to end bullying, harassment, and discrimination in our facility. We have a service coordinator on staff who can help with resources like counseling, community building and other self-help services you may benefit from. I am also asking you to attend our next Fair Housing training so you know what your responsibilities are when living in multi-family housing. If you have any further question please feel free to schedule an appointment with me to address your needs.

Sincerely yours,

Property Manager