Jeanette Porter

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May 23, 22

Dear Resident

4321 First Street

Anytown, State ZIP

Dear Resident,

We received a concern in the office that your activities directly or indirectly made another resident feel unwelcome. After investigating the incident we found that you took part in an activity that is described as harassment of the other party. At our property, we take bullying and other forms of harassment very seriously. All residents have the right to live free of discrimination. Your actions in the (area of the community) during (time or event) meet these standards.

This letter is your second and final warning regarding bullying and harassment in the community. We have already tried to address this type of situation with you on (date). The action must stop and everyone must be made welcome to the public areas and events. If you continue to discriminate in this way we will have to give you a legal notice beginning the process of 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