Jeanette Porter

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303-832-4859

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September 19, 2018

Dear Resident

4321 First Street

Anytown, State ZIP

Dear Resident,

Thank you for letting me know about your concern on (date). We take situations like this very seriously and I wanted to let you know about the outcome of our investigation. We talked with several residents present at the incident in question as well as watched the video from the date in question. I do believe you were a victim of harassment that made you feel unwelcome at an event. We have addressed this issue with the other resident in question and believe this activity will no longer occur.

Sometimes changing the environment takes time and I would like to follow up with you in a few weeks and see how you are feeling. If in the meantime the harassment does not stop then I would like you to come to see me immediately

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