

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Property Management Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Formal Complaint of Discriminatory Housing Practices

To [Recipient Name or Management Team]:

Please be advised that this office represents [Client Name] regarding their [tenancy/residency/application] at [Property Address].

The purpose of this letter is to formally notify you of allegations involving discriminatory housing practices in violation of the Fair Housing Act (FHA) and applicable state laws. It is our understanding that [Client Name] has been subjected to unlawful treatment based on their [protected characteristic, e.g., race, disability, familial status, etc.].

Specifically, the following incidents have occurred: [Briefly describe the discriminatory actions, such as denial of reasonable accommodation, steering, or harassment].

Housing discrimination is a serious violation of federal and state law. We demand that you immediately cease any further discriminatory actions and [state specific demand, e.g., grant the requested accommodation / rescind the eviction notice / provide a written explanation].

Please direct all future communications regarding this matter to my office. We request a written response to this letter by [Date] to discuss a resolution of this matter without the need for formal litigation or the filing of a complaint with the Department of Housing and Urban Development (HUD).

Furthermore, you are hereby instructed to preserve all records, emails, lease documents, and surveillance footage related to [Client Name] and the aforementioned incidents as potential evidence.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]